FINAL

CHAPTER 4-

DISBURSEMENTS

The acquisition, maintenance, and disposition of property requires procedures for initiating and completing accurate payments to the many contractors, vendors, service providers, and government agencies that do business with the U.S. Department of Housing and Urban Development (HUD) and HUD contractors every day. Read this chapter to gain a better understanding of the ***S****ingle Family Acquired* ***A****sset* ***M****anagement* ***S****ystem (SAMS) processes and procedures involved in identifying, recording, and ensuring the prompt handling of these payment requests.*

Chapter 4 contains:

Section 4.1 - Disbursements Overview
This section describes the Disbursements process and outlines the tasks required for processing disbursement requests and payments by HUD for goods and services to vendors, contractors, and service providers.

Section 4.1 - Invoice Disbursements
This section describes the processing tasks and procedures required to produce invoice disbursements. The Invoice Disbursements activities reflect the information entered on the ***SAMS 1106, Invoice Transmittal*** *form. The invoices are summarized and grouped by vendor, payment type, and, as appropriate, prompt payment start-date or discount due-date.*

Section 4.2 - Tax Disbursements
This section describes the processing tasks and procedures required to pay real estate taxes and special assessments on HUD-acquired properties. Tax accounts are established for each property to track tax payments and prevent duplicate tax payments.

Section 4.3 - Management And Marketing (M&M) Bill Disbursements
This section describes the processing tasks and procedures required to pay property management bills each month for HUD single-family properties that are managed by private property management contractors.

Section 4.4 - All Disbursements
This section describes the screens used to reclassify disbursements that contain erroneous or inaccurate information or to reject incomplete or inaccurate disbursements submitted for payment.

Section 4.5 - Direct Disbursements
This section describes the processing tasks and procedures required to handle direct disbursements. The Direct Disbursements process allows authorized accounting personnel to record disbursements that are made outside of SAMS.

Section 4.6 - Check Payments
This section describes the processing tasks and procedures used to create, issue, void, and reissue checks. Also included in this section is information on researching and identifying current and historical information on issued checks (i.e., check recipient, check status).

Section 4.7 - Electronic Funds Transfer Payments
This section describes the processing tasks and procedures required to facilitate electronic funds transfer (EFT) payments to HUD payees. These tasks include approving, locating, and canceling EFT payments.

Section 4.8 - 203K Disbursement Expense
This section describes the processing tasks and procedures required to track expenditures on multi-family properties under Program 203K.

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4 DISBURSEMENTS

4.1 Disbursements Overview

Introduction

This chapter describes the Prepare and Post Disbursements and Issue Payments Accounting subprocess briefly identified in **Chapter 1 – Introduction to SAMS**. This subprocess within SAMS sets up requests for payments to vendors, contractors, and taxing authorities in support of property management-related functions; establishes accounts payable upon approval (by generating the appropriate journal entries); and, when appropriate, initiates Electronic Funds Transfers (EFT) or issues checks for payment to vendors and contractors.

Note

While this document describes procedures that HUD personnel follow when capturing, displaying, modifying, and deleting information in SAMS, it should not be construed that the procedures presented replace or represent official HUD policy.

There are four types of disbursements in SAMS: invoice, tax, M&M bill, and direct disbursements. The first three (3) types of disbursements require transmittals that uniquely identify each type of payment made to vendors, tax authorities, and contractors. The invoice and tax transmittals are generated based on the invoices and tax bills received for payment to each payee (i.e., vendor, contractor, taxing authority). The M&M bill transmittals are generated based on contractual commitments for the cases handled. The first three (3) disbursement types are discussed, and detailed descriptions of the unique screens accessed, are provided in:

Section 4.2 - Invoice Disbursements

Section 4.3 - Tax Disbursements

Section 4.4 - Marketing and Management Bill Disbursements (M&M Bills)

The screens common to all three (3) disbursement types are identified and described in:

Section 4.5 - All Disbursement Processing

In addition to invoice, tax, and M&M bills disbursements; authorized accounting personnel can record direct disbursements made to vendors and contractors outside of SAMS. The tasks involved for direct disbursements are described in:

Section 4.6 - Direct Disbursement Processing.

Introduction
(continued)

Approved payments to vendors, contractors, service providers, and tax authorities are made by check or electronic funds transfers (EFT). The tasks involved in generating, researching, and canceling payments are described in:

Section 4.7 - Check Payments

Section 4.8 - Electronic Funds Transfer Payments

Section 4.9 – 203K Disbursement Expense

Disbursements Processing Tasks

The Disbursement processing tasks begin with the receipt of an invoice, bill, M&M contract, or tax notification. These tasks are monitored and tracked through SAMS. While the type of disbursement determines the specific tasks required to handle the disbursement, in general all disbursements involve these tasks:

Task 1: Identify Correct Recipient for Payment
Task 2: Establish Payment Information
Task 3: Create Transmittal
Task 4: Obtain Required Signatures
Task 5: Monitor and Issue Payment
Task 6: Archive Records

Responsibilities

Various groups are responsible for initiating, preparing, reviewing, and approving the disbursement transmittal packages:

- M&M Contractor staff are responsible for initiating disbursement transmittals for expenses incurred according to the provisions of the HUD contracts
- HOC Government Technical Managers (GTMs) are responsible reviewing, correcting, approving, or rejecting transmittals before submission to the HOC Government Technical Representatives (GTRs)
- HOC GTRs are responsible for reviewing, correcting, approving, or rejecting transmittals before submission to the Disbursement Service Center personnel
- Disbursement Service Center personnel are responsible for ensuring that transmittals are properly reviewed and marked as approved for payment in SAMS and that checks process correctly.
- HOC ACO staff are responsible for ensuring that transmittals are properly reviewed and marked as approved for payment in SAMS and EFT payments are processed correctly

Following the final approval of a disbursement transmittal package, either:

- Disbursement Service Center staff print, verify, and mail checks to payees
- ACO staff monitor electronic funds transfers (EFTs)

Direct disbursements are handled manually by ACO staff.

Note

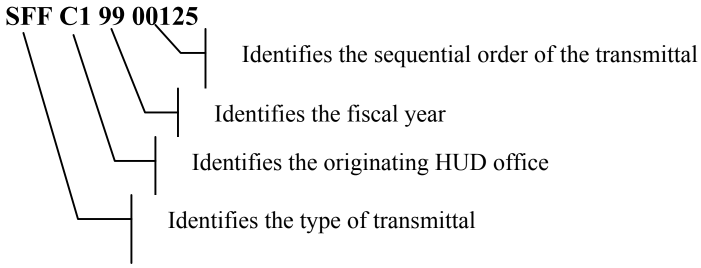
In this document the term HOC Area refers to a Home Ownership Center and the term M&M refers to the Management and Marketing contractor.

Disbursement Identifiers

Disbursement transmittals contained within SAMS have a unique identifier for efficient identification. This unique identifier is comprised of four distinct fields:

- Three (3) character Transmittal Type (SFF=Invoice Transmittal, SFT=Tax Transmittal, SFB=M&M Bills)
- Two (2) character originating HUD Office Identifier (Refer to **Appendix B – HUD Office Identifiers** for a list of HUD Office identification codes)
- Two (2) digit Fiscal Year representation (i.e., 99=1999, 00=2000)
- Five (5) digit system-generated number (begins with 00001 for each HUD office at the start of each fiscal year and is incremented by one (1) for each transmittal)

In combination, these four (4) fields uniquely and easily identify the transmittal, its type, HOC Area, and fiscal year in SAMS.


SFF C1 99 00125
Identifies the sequential order of the transmittal
Identifies the fiscal year
Identifies the originating HUD office
Identifies the type of transmittal

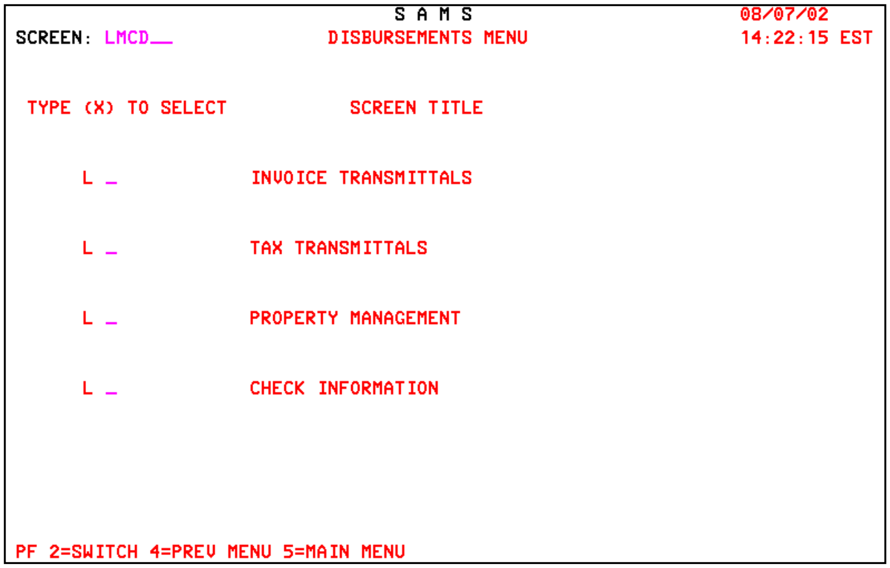
Disbursement Menus

To access the SAMS Disbursement Menu (LMCD), illustrated in Figure 4-1, either:

- Enter an *X* in the selection field for the *Accounting* option on the SAMS Data Entry Menu (LMDE), press the <**F2**> key, enter an *X* in the selection field for the *Disbursements* option on the SAMS Main Accounting Menu (LMNA), and press the <**F2**> key
- Enter *LMCD* in the Screen field using the Expert mode and press the <**F2**> key

Note

Instructions for logging on to SAMS and accessing the SAMS Data Entry Menu (LMDE) are provided in **Section 1.3 Using SAMS** in **Chapter 1 – Introduction to SAMS**.



```
                                   S A M S                         08/07/02
SCREEN: LMCD__                DISBURSEMENTS MENU                   14:22:15 EST


 TYPE (X) TO SELECT                SCREEN TITLE


     L _              INVOICE TRANSMITTALS


     L _              TAX TRANSMITTALS


     L _              PROPERTY MANAGEMENT


     L _              CHECK INFORMATION




PF 2=SWITCH 4=PREV MENU 5=MAIN MENU
```

Figure 4-1 SAMS Disbursement Menu (LMCD)

Disbursement Menu Options

The Disbursement screens are accessed from the SAMS Disbursement Menu (LMCD) options:

- For **invoices**, enter an *X* in the selection field for the *Invoice Transmittals* option and press the <**ENTER**> key or enter LMIN in the Screen field and press the <**F2**> key to access the Invoice Transmittals (LMIN) submenu described in **Section** Error! Reference source not found. **-** Error! Reference source not found.
- For **taxes**, enter an *X* in the selection field for the *Tax Transmittals* option press the <**ENTER**> key or enter *LMTX* in the Screen field and press the <**F2**> key to access the Tax Transmittals (LMTX) submenu described in **Section 4.2 - Tax Disbursements**
- For **M&M bills** enter an *X* in the selection field for the *Property Management* option press the <**ENTER**> key or enter *LMPM* in the Screen field and press the <**F2**> key to access the Property Management (LMPM) submenu described in **Section 4.3 - Management And Marketing (M&M) Bill Disbursements**
- For **check processing**, enter an X in the selection field for the *Check Information* option press the <**ENTER**> key or enter *LMCP* in the Screen field and press the <**F2**> key to access the Check Processing (LMCP) submenu described in **Section 4.6 - Check Payments**

Note

The screens included in this document are for illustrative purposes **only**, and reflect the menu selections and screen layouts available at the time the screen was captured. Menu or screen changes from a later release of SAMS are noted and will be documented in the next release of this document.

4.1 Invoice Disbursements

Introduction

This section describes in more detail the Verify Invoices and Prepare Transmittals tasks within the Prepare and Post Disbursements and Issue Payments Accounting subprocess. These tasks identify, capture, and record the data required to produce an accurate and complete payment to vendors, contractors and service providers for the maintenance and operation of HUD-owned single-family properties.

This includes pass-through expenses incurred by vendors to preserve and protect the property while it is the responsibility of HUD. Pass-through expenses are paid by the M&M Contractors as needed and authorized, then appropriately reimbursed by HUD based on invoice transmittals.

Invoice disbursements reflect the information entered on the **SAMS 1106 Invoice Transmittal** form, which summarizes and groups invoices by payee (i.e., vendor or contractor), payment type (i.e., prompt, discount, non-prompt), and, as appropriate, prompt payment start-date or discount due-date.

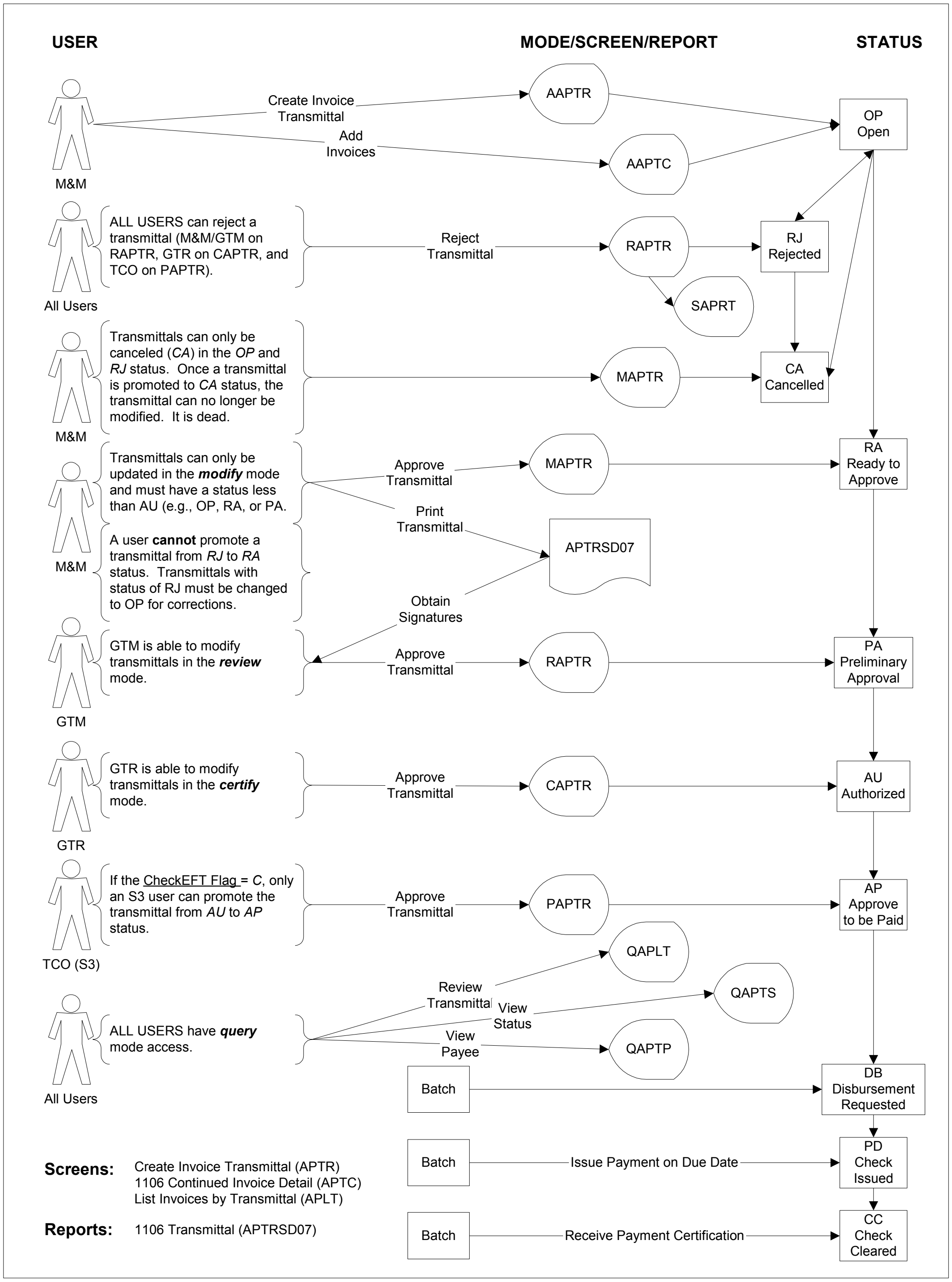
Note

The SAMS invoice disbursement tasks must recognize the invoice payment type to correctly satisfy prompt payment requirements. Refer to the Prompt Payment regulations (5CFR1315), regarding standards for payments to vendors for goods and services procured under HUD contracts.

Invoice Disbursements Processing Tasks

There are eight tasks involved in processing invoice disbursements, beginning with the identification of the correct payee (NAID) upon receipt of an invoice or bill and ending with the issuance of a payment of property management-related expenditures for HUD-acquired properties, as illustrated in Figure 4-2 for checks and in Figure 4-3 for EFT payments.

Task 1	Identify Correct Payee in SAMS
Task 2	Create the Invoice Transmittal (Open Status)
Task 3	Add Invoices to the Transmittal
Task 4	Review and Approve Transmittal for Payment at the HOC Area (M&M) Office Level (Ready for Approval Status)
Task 5	Print the Transmittal Report, Prepare the Approval Package, and Obtain Required Signatures
Task 6	Review and Approve Transmittal Package for Payment at the HOC Government Technical Manager (GTM) Level (Preliminary Acceptance Status)
Task 7	Review and Approve Transmittal Package at the HOC Government Technical Representative (GTR) Level (Authorized Status)
Task 8	Approve Payment of Transmittal Package at the Disbursement Service Center Level (Approve to be Paid Status)


USER
MODE/SCREEN/REPORT
STATUS
M&M
Create Invoice Transmittal
Add Invoices
AAPTR
AAPTC
OP Open
All Users
Reject Transmittal
RAPTR
RJ Rejected
SAPRT
M&M
MAPTR
CA Cancelled
M&M
Approve Transmittal
MAPTR
RA Ready to Approve
Print Transmittal
APTRSD07
Obtain Signatures
GTM
Approve Transmittal
RAPTR
PA Preliminary Approval
GTR
Approve Transmittal
CAPTR
AU Authorized
TCO (S3)
Approve Transmittal
PAPTR
AP Approve to be Paid
QAPLT
Review Transmittal
View Status
QAPTS
View Payee
QAPTP
All Users
Batch
DB Disbursement Requested
Batch
Issue Payment on Due Date
PD Check Issued
Batch
Receive Payment Certification
CC Check Cleared

ALL USERS can reject a transmittal (M&M/GTM on RAPTR, GTR on CAPTR, and TCO on PAPTR).

Transmittals can only be canceled (*CA*) in the *OP* and *RJ* status. Once a transmittal is promoted to *CA* status, the transmittal can no longer be modified. It is dead.

Transmittals can only be updated in the ***modify*** mode and must have a status less than AU (e.g., OP, RA, or PA.

A user **cannot** promote a transmittal from *RJ* to *RA* status. Transmittals with status of RJ must be changed to OP for corrections.

GTM is able to modify transmittals in the ***review*** mode.

GTR is able to modify transmittals in the ***certify*** mode.

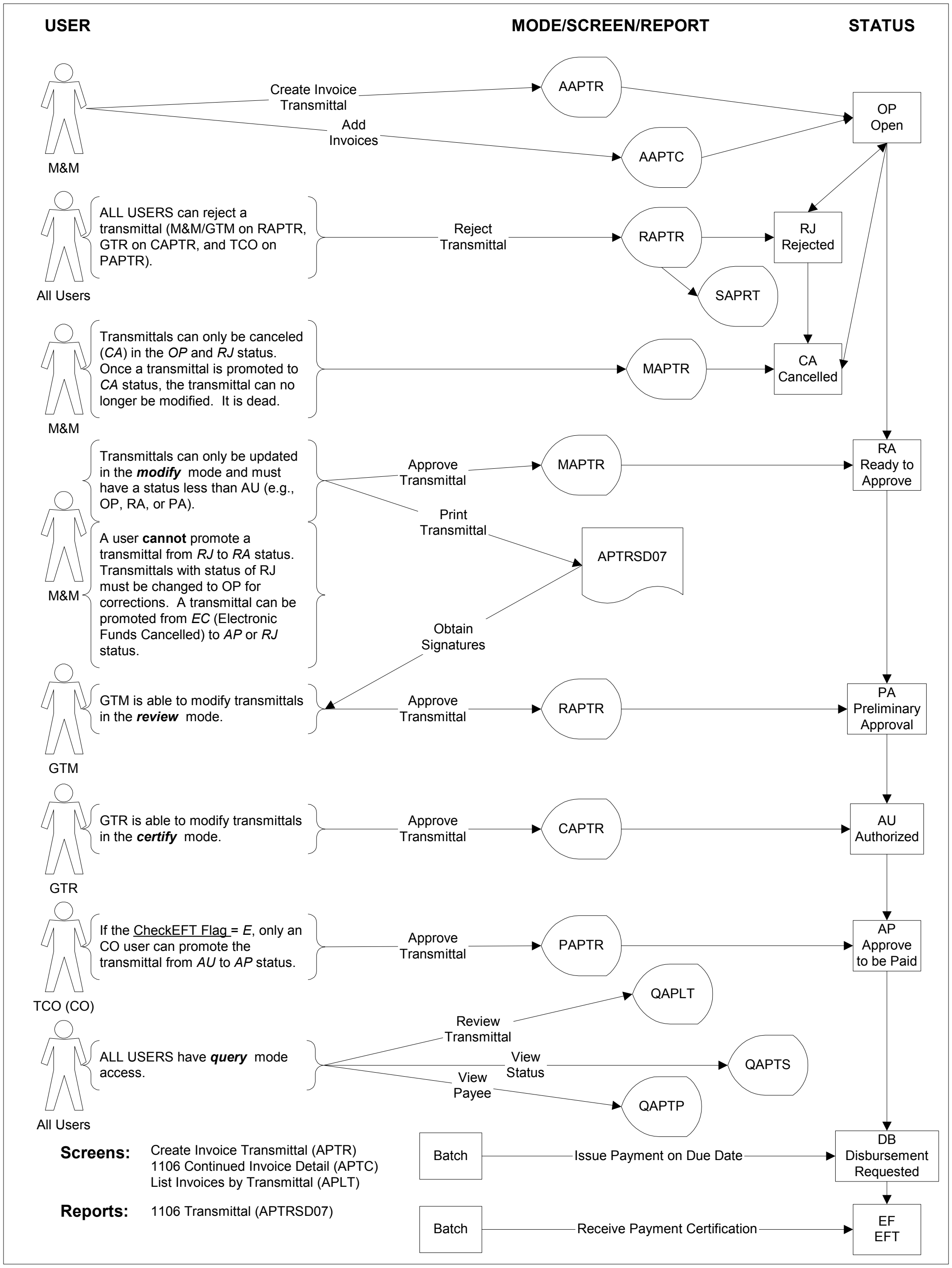
If the CheckEFT Flag = *C*, only an S3 user can promote the transmittal from *AU* to *AP* status.

ALL USERS have ***query*** mode access.

Screens: Create Invoice Transmittal (APTR)
1106 Continued Invoice Detail (APTC)
List Invoices by Transmittal (APLT)

Reports: 1106 Transmittal (APTRSD07)

Figure 4-2 Invoice Transmittal for Checks Approval Process


USER
MODE/SCREEN/REPORT
STATUS
M&M
Create Invoice Transmittal
Add Invoices
AAPTR
AAPTC
OP Open
All Users
Reject Transmittal
RAPTR
RJ Rejected
SAPRT
M&M
MAPTR
CA Cancelled
M&M
Approve Transmittal
MAPTR
RA Ready to Approve
Print Transmittal
APTRSD07
Obtain Signatures
GTM
Approve Transmittal
RAPTR
PA Preliminary Approval
GTR
Approve Transmittal
CAPTR
AU Authorized
TCO (CO)
Approve Transmittal
PAPTR
AP Approve to be Paid
All Users
Review Transmittal
QAPLT
View Status
QAPTS
View Payee
QAPTP
Batch
Issue Payment on Due Date
DB Disbursement Requested
Batch
Receive Payment Certification
EF EFT

ALL USERS can reject a transmittal (M&M/GTM on RAPTR, GTR on CAPTR, and TCO on PAPTR).

Transmittals can only be canceled (*CA*) in the *OP* and *RJ* status. Once a transmittal is promoted to *CA* status, the transmittal can no longer be modified. It is dead.

Transmittals can only be updated in the ***modify*** mode and must have a status less than AU (e.g., OP, RA, or PA).

A user **cannot** promote a transmittal from *RJ* to *RA* status. Transmittals with status of RJ must be changed to OP for corrections. A transmittal can be promoted from *EC* (Electronic Funds Cancelled) to *AP* or *RJ* status.

GTM is able to modify transmittals in the ***review*** mode.

GTR is able to modify transmittals in the ***certify*** mode.

If the CheckEFT Flag = *E*, only an CO user can promote the transmittal from *AU* to *AP* status.

ALL USERS have ***query*** mode access.

Screens:
Create Invoice Transmittal (APTR)
1106 Continued Invoice Detail (APTC)
List Invoices by Transmittal (APLT)

Reports:
1106 Transmittal (APTRSD07)

Figure 4-3 Invoice Transmittal for EFT Approval Process

Task 1: Identify Correct Payee in SAMS

Prior to initiating an invoice disbursement, a record must be established for the vendor or contactor associated with the invoice to be paid. A payee name and address identifier (NAID) is created for each new vendor or contractor and associated in SAMS with the invoice when it is received for payment.

The Disbursement Service Center establishes this identifier in SAMS upon receipt from each HUD Office (or authorized HUD Contractor Office) of a completed **SAMS 1111, Payee Name and Address** form. A separate form must be completed for each vendor or contractor. The first six (6) characters of the NAID are derived from the individual or organization name and the last four (4) characters are derived from the individual's social security number or the organization's federal tax identification number.

Example: BCDFGH1234

Indicates the Individual's social security number (SSN) or the organization's federal tax identification number (FIN)

Indicates the individual or organization name

Note

Refer to **Chapter 2 - Global Definitions** for details on establishing NAIDs in SAMS.

Task 2:
Create the Invoice Transmittal

Upon receipt of invoices or bills, they must be sorted into groups having the same payee (i.e., NAID), and payment type. The payment type (prompt payment, non-prompt payment, discount-due) governs the amount of time allowed for processing the payment.

- **Prompt Payment Invoices** - Invoices falling under the provisions of the Prompt Payment Act (PPA) must be paid within thirty (30) calendar days from the final inspection or valid invoice received date. The GTM or GTR may reject an invoice transmittal that is not prepared in compliance with existing requirements. If the invoice is subject to PPA and payment is made after the prescribed prompt payment due-date, SAMS automatically calculates and includes the appropriate prompt payment penalty.
- **Non-Prompt Payment Invoices** - Invoices not covered by provisions of the PPA should be paid within five (5) business days from date of receipt.
- **Discount Due-Date** - Invoices that have been designated for a discount have a prescribed due-date associated with payment. This discount due-date must be considered for the payment schedule of the invoice.

HOC Area (M&M) staff use the add mode of the Create Invoice Transmittal (APTR) screen (described under **Create Invoice Transmittal (APTR) Data Screen**) to enter the correct payee NAID and payment type associated with the transmittal.

Note

The status of any transmittal may be monitored by accessing the locate (query) mode of the Transmittal Status (APTS) screen or the Transmittal by Payee (APTP) screen. Detailed descriptions of these screens are provided under **Transmittal Status (APTS) Query Screen** and **Transmittals By Payee (APTP) Query Screen**, respectively.

Task 3: *Add Invoices to the Transmittal*	Entering the invoice number, the date from the invoice, and the total amount of the invoice through the add mode (AAPTC) of the SAMS1106 Continued Invoice Detail Add (APTC) screen (described under **SAMS1106 Continued Invoice Detail (APTC) Data Screen**), allows the user to add invoice transmittal information based on the detail line items listed on the invoice or bill. After adding all of the invoices to the transmittal, the HOC Area (M&M) user verifies the accuracy and completeness of the transmittal and makes any necessary corrections. SAMS calculates the transmittal total and the number of invoices, displays the current status as *OP* (open/in progress*)*, generates the transmittal ID, and creates the transmittal record.
Task 4: *Approve Transmittal for Payment at the HOC Area (M&M) Level*	Using the modify mode (*MAPTR*) of the Invoice Transmittal (APTR) screen (described under **Create Invoice Transmittal (APTR) Data Screen**), the HOC Area (M&M) user changes the current status of the transmittal from *OP* (open/in progress) to *RA* (ready for approval).
Task 5: *Print Transmittal Report and Obtain Required Signatures*	Once the invoice transmittal is in *RA* (ready for approval) status, the HOC Area (M&M) user requests a printed copy of the Invoice Transmittal (APTRSD07) report (refer to **Chapter 11 – SAMS Reports** for details). This report is used to accumulate all of the approval signatures necessary for initiating payment to the vendor. The HOC Area (M&M) user, indicated on the report as the preparer, securely attaches all invoices or bills to the report and submits this package to his/her HOC for the next approval levels: reviewer (GTM) and approver (GTR). All signatures must be placed in the appropriate areas on the printed report.

Note

The transmittal should be appropriately approved at each level **prior** to obtaining all the signatures on the hard copy of the transmittal report for that level. If a transmittal is modified at any level of the process, a new Invoice Transmittal Report (APTRSD07) **must** be printed and re-signed by the appropriate personnel.

Task 6:
Approve Transmittal for Payment by the GTM

After the transmittal is promoted to *RA* (ready for approval) status by the HOC Area (M&M) user, the HOC Government Technical Manager (GTM) either:

- Verifies the accuracy and completeness of the transmittal package, makes any necessary corrections, and using the review mode (*RAPTR*) of the Create Invoice Transmittal (APTR) screen changes the current status of the transmittal from *RA* (ready for approval) to *PA* (preliminary acceptance).
- Changes the current status of the transmittal from *RA* (ready for approval) to *RJ* (rejected) using the review mode (*RAPTR*) of the Create Invoice Transmittal (APTR) screen, identifies the appropriate reason for the rejection of the package on the modify mode (*SAPRT*) of the Rejected Invoice Transmittal Summary (APRT) screen, and returns the completed package to the originating HOC Area (M&M) for correction.

For detailed descriptions of these screens refer to **Create Invoice Transmittal (APTR) Data Screen** and **Rejected Invoice Transmittal Summary (APRT) Data** Screen.

Note

After promoting the transmittal to *PA* (preliminary acceptance*)* or *RJ (*rejected*)* status, the GTM user can make no further changes unless the transmittal is returned to *OP* (open) status.. Refer to **Create Invoice Transmittal (APTR) Data Screen** for details on changing the transmittal status.

Task 7: Approve Transmittal for Payment by the GTR

After the transmittal is promoted to *PA* (preliminary acceptance) status by the GTM user, the Government Technical Representative (GTR) either:

- Verifies the accuracy and completeness of the transmittal package, makes any necessary corrections, and using the certify mode (*CAPTR*) of the Create Invoice Transmittal (APTR) screen changes the current status of the transmittal form *PA* (preliminary acceptance) to *AU* (authorized).
- Changes the current status of the transmittal from *PA* (preliminary acceptance*)* to *RJ (*rejected*)* using the certify mode (*CAPTR*) of the Create Invoice Transmittal (APTR) screen, identifies the appropriate reason for the rejection of the package on the modify mode (*SAPRT*) of the Rejected Invoice Transmittal (APRT) screen, and returns the completed package to the originating HOC Area Office (M&M) for correction.

For detailed descriptions of these screens refer to **Create Invoice Transmittal (APTR) Data Screen** and **Rejected Invoice Transmittal Summary (APRT) Data** Screen.

Note

After promoting the transmittal to *AU (*authorized*)* or *RJ (*rejected*)* status, the GTR user can make no further changes unless the transmittal is returned to *OP* (open) status. Refer to **Create Invoice Transmittal (APTR) Data Screen** for details on changing transmittal status.

Task 8:
Approve Transmittal for Payment by the Disbursement Service Center

After the transmittal is promoted to *AU (*authorized) status by the GTR, the transmittal payment package is reviewed and certified by the Disbursement Service Center for payment. The Disbursement Service Center personnel either:

- Verify the accuracy and completeness of the transmittal, make any necessary corrections, and use the pay/approve mode (*PAPTR*) of the Create Invoice Transmittal (APTR) screen to change the current status of the transmittal from *AU* (authorized*)* to *AP* (approved to be paid*)* status.
- Change the current status from *AU* (authorized*)* to *RJ* (rejected*)* status using the pay/approve mode (*PAPTR*) of the Create Invoice Transmittal (APTR) screen, identify the appropriate reason for the rejection of the package on the modify mode (*SAPRT*) of the Rejected Invoice Transmittal (APRT) screen and return the completed package to the originating HOC Area (M&M) for correction.

For detailed descriptions of these screens refer to **Create Invoice Transmittal (APTR) Data Screen** and **Rejected Invoice Transmittal Summary (APRT) Data** Screen.

Note

If a transmittal is rejected at any level in the process, the HOC Area (M&M) must change the current status from *RJ* (rejected) status to *OP* (open/in progress) status **before** making the necessary corrections and subsequently returning the package to the GTM for approval. Refer to **Create Invoice Transmittal (APTR) Data Screen** for details on changing transmittal status.

Task 8:
Approve Transmittal for Payment by the Disbursement Service Center
(continued)

After the transmittal has been promoted by the Disbursement Service Center to *AP* (approved to be paid) status, SAMS monitors the transmittal due-date to determine when the transmittal is to be paid and prepares the payment to be sent at the appropriate time:

- If active American Banking Association (ABA) Bank information **exists** in SAMS for the payee, the payment is made through Electronic Funds Transfer (EFT). (Refer to **Section 4.7 - Electronic Funds Transfer Payments** for a detailed explanation of the SAMS procedures for processing electronic funds transfer payments.)
- If active ABA Bank information **does not exist** in SAMS for the payee, the payment is made by check. (Refer to **Section 4.6 - Check Payments** for a detailed explanation of the SAMS procedures for processing check payments.)

Note

Transmittals that have been inactive for 180 days are automatically placed into *Canceled* (*CA*) status.

Invoice Disbursements Processing Screens

The invoice disbursements screens allow authorized HUD and HOC Area (M&M) staff to create or modify an invoice transmittal and add, modify, or delete invoices attached to the transmittal.

Data Screens

The data screens covered in this section are:

- Invoice Transmittal SAMS1106 .... APTR
- SAMS1106 Continued Invoice Detail .... APTC

Query Screens

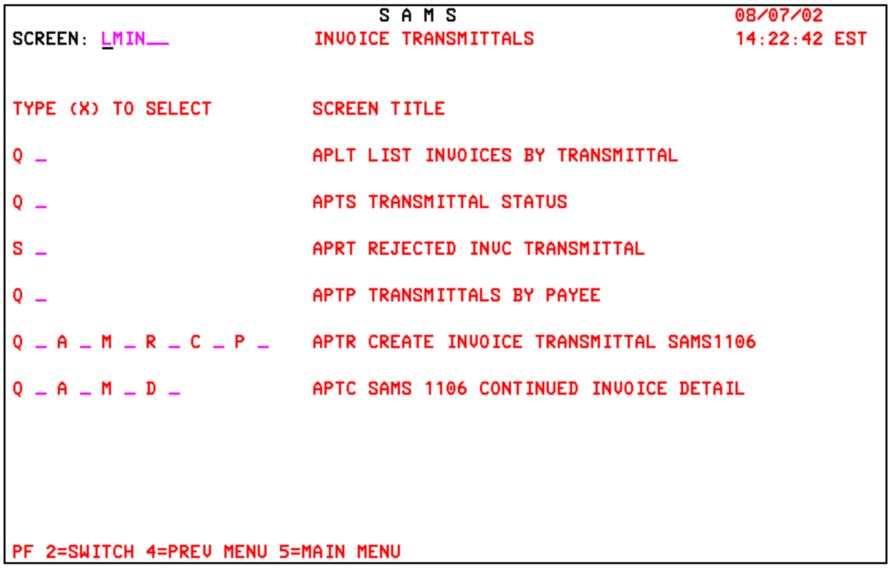
The query screen covered in this section is:

- List Transmittal .... APLT

Menu

The invoice disbursement screens are located on the SAMS Invoice Transmittals (LMIN) submenu, illustrated in Figure 4-4, which can be accessed by either:

- Entering an *X* in the selection field for the *Invoice Transmittals* option on the SAMS Disbursements Menu (LMCD) and pressing the <**ENTER**> key
- Using the expert mode by entering *LMIN* in the Screen field in the upper left-hand corner of a screen and pressing the <**F2**> key



```
                                 S A M S                        08/07/02
SCREEN: LMIN__                INVOICE TRANSMITTALS              14:22:42 EST

TYPE (X) TO SELECT            SCREEN TITLE

Q _                           APLT LIST INVOICES BY TRANSMITTAL

Q _                           APTS TRANSMITTAL STATUS

S _                           APRT REJECTED INVC TRANSMITTAL

Q _                           APTP TRANSMITTALS BY PAYEE

Q _ A _ M _ R _ C _ P _       APTR CREATE INVOICE TRANSMITTAL SAMS1106

Q _ A _ M _ D _               APTC SAMS 1106 CONTINUED INVOICE DETAIL




PF 2=SWITCH 4=PREV MENU 5=MAIN MENU
```

Figure 4-4 Invoice Transmittals (LMIN) Screen

Menu Screen Options

From the SAMS Invoice Transmittals (LMIN) menu, illustrated in Figure 4-4:

- To ***add***, ***locate*** (***query***), ***modify***, ***review***/***approve***, ***certify***, or ***pay*** (***approve***) a transmittal, select the appropriate mode of the *APTR Create Invoice Transmittal SAMS1106* option and press the <**ENTER**> key (For detailed instructions refer to **Create Invoice Transmittal (APTR) Data Screen**.)
- To ***add***, ***locate*** (***query***), ***modify***, or ***delete*** invoice details select the appropriate mode of the *APTC SAMS 1106 Continued Invoice Detail* option and press the <**ENTER**> key (For detailed instructions refer to **SAMS1106 Continued Invoice Detail (APTC) Data Screen**.)
- To ***locate*** (***query***) an invoice by transmittal select the query (*Q*) mode of the *APLT List Invoices by Transmittal* option and press the <**ENTER**> key (For detailed instructions refer to **List Invoices By Transmittal Query (APLT) Screen**.)
- To ***locate*** (***query***) a transmittal by the transmittal status select the query (*Q*) mode of the *APTS Transmittal Status* option and press the <**ENTER**> key (For detailed instructions refer to **Transmittal Status (APTS) Query Screen**.)
- To ***enter*** or ***modify*** a reject code select the summary (*S*) mode of the *APRT Rejected Invoice Transmittal* option and press the <**ENTER**> key (For detailed instructions refer to **Rejected Invoice Transmittal Summary (APRT) Data** Screen.)
- To ***locate*** (***query***) a transmittal by payee select the query (*Q*) mode of the *APTP Transmittals by Payee* and press the <**ENTER**> key (For detailed instructions refer to **Transmittals By Payee (APTP) Query Screen**.)

Reminder

In the Procedure Tables included with each screen illustration, the fields which must be completed on a screen are marked as [**REQUIRED**], fields which have a Look-up table available are marked with an asterisk (*), system-generated field entries are documented in a shaded row, and directions are provided for the various modes available on the screen. Refer to **Procedure Table** in **Section 1.1 – SAMS User's Guide Standards** for additional information.

Create Invoice Transmittal (APTR) Data Screen

The Create Invoice Transmittal (APTR) data screen, illustrated in Figure 4-5, allows authorized HOC Area (M&M) staff to create an invoice transmittal and allows GTM, GTR, and Disbursement Service Center personnel to review and promote the transmittal through the designated approval levels prior to payment. The system assigns a unique number to each transmittal that allows a specific disbursement request to be identified and retrieved quickly and easily.

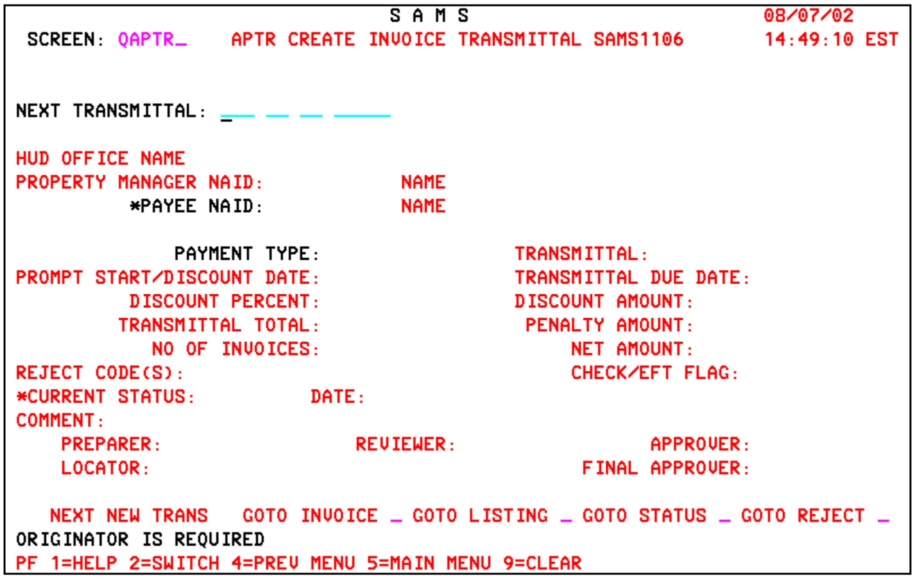
Note

Generate the 1106 Transmittal (APTRSD07) report from SAMS after data entry is complete to print the **SAMS1106 Invoice Transmittal** form with signature lines. Refer to **Chapter 11 - SAMS Reports** for more information on this report.

Before You Begin

Gather this information before using the Create Invoice Transmittal (APTR) data screen, illustrated in Figure 4-5, to create an invoice:

- Group invoices by payee, payment type (prompt, non-prompt, or discount), and payment due-date
- Obtain a payee NAID from the Full Vendor List (GBVLSS00) report and confirm that the payee name and address information is identical to the invoice information. The NAID status must be *active* (*A*). (Refer to **Chapter 11 – SAMS Reports** for instructions on printing reports and **Chapter 2 – Global Definitions** for instructions on creating and maintaining NAIDs.)
- Verify that the totals on individual invoices are correct.
- Calculate the sum of all invoices to be included on one transmittal.



```
                                S A M S                           08/07/02
 SCREEN: QAPTR_    APTR CREATE INVOICE TRANSMITTAL SAMS1106       14:49:10 EST


NEXT TRANSMITTAL: ___ __ __ _____

HUD OFFICE NAME
PROPERTY MANAGER NAID:              NAME
          *PAYEE NAID:              NAME

              PAYMENT TYPE:                   TRANSMITTAL:
PROMPT START/DISCOUNT DATE:                   TRANSMITTAL DUE DATE:
          DISCOUNT PERCENT:                   DISCOUNT AMOUNT:
         TRANSMITTAL TOTAL:                    PENALTY AMOUNT:
            NO OF INVOICES:                        NET AMOUNT:
REJECT CODE(S):                                    CHECK/EFT FLAG:
*CURRENT STATUS:          DATE:
COMMENT:
    PREPARER:                 REVIEWER:                  APPROVER:
    LOCATOR:                                       FINAL APPROVER:

   NEXT NEW TRANS   GOTO INVOICE _ GOTO LISTING _ GOTO STATUS _ GOTO REJECT _
ORIGINATOR IS REQUIRED
PF 1=HELP 2=SWITCH 4=PREV MENU 5=MAIN MENU 9=CLEAR
```

Figure 4-5 Create Invoice Transmittal SAMS 1106 (QAPTR) Screen

Data Screen Options

On the Create Invoice Transmittal SAMS 1106 (APTR) screen:

- To ***locate*** (***query***) a transmittal, enter *QAPTR* in the Screen field and press the <**F2**> key.
- To ***add*** a transmittal, enter *AAPTR* in the Screen field and press the <**F2**> key. This mode is used to create the initial transmittal and generate the transmittal number for . Only payee NAIDs that **do not** have a Stop Payment code of *Y* (Yes) are included in the creation of the transmittal. Usually, HOC Area (M&M) staff use this screen mode.
- To ***modify*** a transmittal, enter *MAPTR* in the Screen field and press the <**F2**> key. This mode is also used for modifying transmittals in open status and for changing a transmittal to *RA (*ready for approval*)* status after completing entry of invoices using the ***add*** mode of the SAMS1106-Continued Invoice Detail (APTC) screen, illustrated and described under **SAMS1106 Continued Invoice Detail (APTC) Data Screen**. Usually, HOC Area (M&M) staff use this screen mode.
- To ***review***/***approve*** a transmittal for payment by the Disbursement Service Center, enter *RAPTR* in the Screen field and press the <**F2**> key. This action mode is used only by the Government Technical Manager (GTM) to approve or reject transmittals.
- To ***certify*** a transmittal, enter *CAPTR* in the Screen field and press the <**F2**> key. This action mode is used only by the Government Technical representative (GTR) to approve or reject transmittals.
- To ***pay*** or ***approve*** a transmittal, enter *PAPTR* in the Screen field and press the <**F2**> key. This mode is used only by the Disbursement Service Center staff to approve or reject transmittals.

Note

The field entry and modes available on the Create Invoice Transmittal SAMS 1106 (APTR) screen depend upon the authorization associated with the user Logon ID:

- The ***locate*** (***query***) mode (QAPTR) is generally available to all users
- The ***add*** mode is available to HOC Area (M&M) users
- The ***review/ approve*** (RAPTR) mode is used **only** by the GTM
- The ***certify*** (CAPTR) mode is used **only** by the GTR
- The ***pay*** or ***approve*** (PAPTR) mode is used **only** by the Disbursement Service Center

Procedure Table Follow the instructions in Table 4-1 Create Invoice Transmittal Data (APTR) Procedure Table to locate, create, modify, and approve or reject an invoice transmittal:

Table 4-1 Create Invoice Transmittal Data (APTR) Procedure Table

DATA FIELD	VALID ENTRIES	DESCRIPTION
Next Transmittal	12 alphanumeric characters Format: **SFF XX 99 999999**	**[REQUIRED]** in the ***locate*** (***query***), ***modify***, ***review***, ***certify*** or ***pay*** modes. Enter the transmittal number.
		System-generated; in the ***add*** mode press the <**TAB**> key to move past this field. This field is completed by the system in the ***add*** mode when the screen is committed
In the ***locate*** (***query***), ***modify***, ***review*** or ***pay*** modes, press the <**F2**> key. *Result: The system retrieves and displays the available values for the fields listed here.*		
HUD Office Name	N/A	System-generated; based on the HUD office associated with the Logon ID.
Property Manager NAID	10 alphanumeric characters	In the ***add*** mode, enter the property manager/M&M contractor NAID. Refer to **SAMS1106 form**, Block 4. The system only accepts valid property manager (M&M contractor) NAIDs.
		System-generated; in all modes **EXCEPT** the ***add*** mode based on the entry in the Next Transmittal field.
Name	N/A	System-generated; based on the entry in the Property Manager NAID field. This is a protected field.
*Payee NAID	10 alphanumeric characters	**[REQUIRED]** in the ***add*** mode. Enter the Payee NAID based on the **SAMS1106** form, Block 6, or enter a *?* and press the <**ENTER**> key for the Lookup screen to view a list of available NAIDs. ***Note***: *The Lookup table only displays the NAIDs for the HUD office associated with the user Logon ID.* Verify that the proper payee NAID is entered. Transmittals/payments cannot be issued for NAIDs that are inactive, TBA, lessee, or not associated with the specified HUD office. To verify valid NAIDs for the specified HUD office, go to the HUD Office NAID Authorized Summary Maintenance (QDSAN) Screen. Refer to **Chapter 2 - Global Definitions** for detailed instructions.

Table 4-1 Create Invoice Transmittal Data (APTR) Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
*Payee NAID (*continued*)		System-generated; in the ***locate*** (***query***), ***modify***, ***review***/***approve***, ***certify***, ***pay*** (***approve***) modes based on the entry in the Next Transmittal field. This field is protected once a transmittal number is generated by the system in the ***add*** mode.
Name	N/A	System-generated; based on the entry in the Payee NAID field. The payee name is a protected field.
Payment Type	**1** alphabetic character **P** = Prompt payment **N** = Non-Prompt Payment **D** = Discount due-date	**[REQUIRED]** in the ***add*** mode. Enter the payment type: • Entering a *P* in this field requires an entry in the Prompt Start/Discount-Date field. • Entering an *N* in this field requires that the Prompt Start/Discount-Date and Discount Percent be left blank. • Entering a *D* in this field requires an entry in the Prompt Start/Discount-Date field. Refer to **the SAMS1106** form, Block 8.
		System-generated; in all modes **EXCEPT** the ***add*** mode based on the transmittal selected in the Next Transmittal field.
Transmittal	N/A	System-generated; when the transmittal number is created or when the transmittal is committed in the add mode.
Prompt Start/Discount-Date	8 alphanumeric characters Format: **mm/dd/yyyy**	**[REQUIRED]** in the ***add*** mode enter the prompt start-date or the discount due-date from **SAMS 1106** form, Block 8, if the payment type is either: • *P* for prompt • *D* for discount ***Note:*** *In the* **add** *mode if the payment type is* N *for non-prompt, this field must be left blank.*
		System-generated; in all modes **EXCEPT** the ***add*** mode.
Transmittal Due-date	N/A	System-generated; when the transmittal moves to *AP* (approved to be paid) status. The entry in this field is generated based on the entry in the Payment Type field. This is a protected field.
Discount Percent	4 numeric characters (with decimals)	**[REQUIRED]** in the ***add*** mode and if the payment type is *D* for discount. Enter the amount of the discount, if applicable. Refer to **SAMS1106** form, Block 8.
		System-generated; in all modes **EXCEPT** the ***add*** mode.

Table 4-1 Create Invoice Transmittal Data (APTR) Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
Discount Amount	N/A	System-generated; when the transmittal moves to *AP* (approved to be paid) status. This calculation is based on the entries in the Transmittal Total and Discount Percent fields. If no discount applies, this field is blank. This is a protected field.
Transmittal Total		Changes to this field are allowed in the ***modify*** mode based on the dollar amount of the invoices entered on the SAMS 1106 Continued Invoice Detail (APTC) screen, illustrated and described under **SAMS1106 Continued Invoice Detail (APTC) Data Screen**..
		System-generated; based on the total dollar amount of the invoices entered on the SAMS 1106 Continued Invoice Detail (APTC) screen before allowing the promotion of the transmittal to the next approval level.
Penalty Amount	N/A	System-generated; when the transmittal moves to *AP (*approved to be paid*)* status. This calculation is based on the entries in the Payment Type, Prompt Start/Discount-Date, Transmittal Total, and Discount Percent fields This field remains blank until the transmittal moves to *AP* status. This is a protected field.
No of Invoices		Changes to this field are allowed in the ***modify*** mode based on the number of invoices entered on the SAMS 1106 Continued Invoice Detail (APTC) screen, illustrated and described under **SAMS1106 Continued Invoice Detail (APTC) Data Screen**.
		System-generated; based upon the total number of invoices entered on the SAMS 1106 Continued Invoice Detail (APTC) screen before allowing the promotion of the transmittal to the next approval level. This field remains blank until invoices are entered. The SAMS 1106 Continued Invoice Detail (APTC) screen is illustrated and described under **SAMS1106 Continued Invoice Detail (APTC) Data Screen**..
Net Amount	N/A	System-generated; when the transmittal moves to *AP (*approved to be paid*)* status. This calculation is based on the entries in the Transmittal Total, Penalty Amount, and Discount Amount fields This is a protected field.

Table 4-1 Create Invoice Transmittal Data (APTR) Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
Reject Code(s)	N/A	System-generated. If the transmittal has been rejected (the Current Status = RJ) the entry in this field is based on the reject code entered on the Rejected Invoice Transmittal (APRT) screen (described under **Rejected Invoice Transmittal Summary (APRT) Data** Screen). This is a protected field.
Check/EFT Flag	1 character **C** = Check payment **E** = Electronic Funds Transfer payment	System-generated; default value is: - *C* (Check Payment) unless there is active ABA Bank information in SAMS for the payee - *E* if there is active ABA Bank information in SAMS for the payee
*Current Status		System-generated; based on the entry in the Next Transmittal field. In the ***add*** mode (AAPTR) the default value, *OP* (open/in progress), displays in this field when the transmittal is committed.
	2 alphabetic characters	The entry in this field may be updated depending upon the authorizations assigned to the user Logon ID and the status of the transmittal when the screen is accessed. Enter a code or enter a *?* and press the <**ENTER**> key for the Lookup screen to display a list of available status codes. In the ***modify*** mode (MAPTR), the HOC Area (M&M) staff may enter: - *RA* (Ready for Approval) for a transmittal in OP (open) status after adding invoices - *CA* (canceled), if the transmittal has not yet reached *AP* (approved to be paid) status ***Note***: *Any bills associated with this transmittal are removed when the transmittal is placed in CA status. Bills from a canceled transmittal may be added to a new transmittal.* - *OP* (open) to reopen a transmittal in *RJ* (rejected) status to make corrections

Table 4-1 Create Invoice Transmittal Data (APTR) Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
*Current Status (*continued*)		In the ***review***/***approve*** mode (RAPTR) , the GTM may enter: • *PA* (preliminary acceptance) to promote the transmittal from *RA* (ready for approval) status • *RJ* (reject) to signal a transmittal's return to the HOC Area for correction ***Note**: A transmittal in RJ status may be reopened by the HOC Area (M&M) for corrections.* In the ***certify*** mode (CAPTR), the GTR may enter: • *AU* (authorized) to promote the transmittal from *PA* (preliminary acceptance*)* status • *RJ* (reject) to signal a transmittal's return to the HOC Area for correction ***Note**: A transmittal in RJ status may be reopened by the HOC Area (M&M) for corrections.* In the ***pay*** (approve) mode (PAPTR), Disbursement Service Center personnel may enter: • *AP* (approved to be paid) to mark a transmittal as ready for payment • *RJ* (reject) to signal a transmittal's return to the HOC Area. A transmittal may be reopened and corrected after it has been placed in *RJ* status. ***Note**: A transmittal in RJ status may be reopened by the HOC Area (M&M) for corrections.* ***Caution**: Reserved transmittal status codes that **may not** be entered or selected are DB (Disbursement Requested), PD (Check Issued), EF (EFT payment complete) and CC (Check Cleared). These codes are reserved and are populated by the SAMS system.*
Date	N/A	System-generated; based on the date the status was last updated. The entry in this field defaults to the current system date in the ***add*** mode. When the status is modified, the system automatically updates this field with the current system date.

Table 4-1 Create Invoice Transmittal Data (APTR) Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
Comment	50 alphanumeric characters	Enter a comment in this field, if desired. If no comment is entered, the system displays the status description associated with the entry in the Current Status field.
Preparer	N/A	System-generated; based on the Logon ID of the preparer promoting the status to *RA* (ready for approval*)*. In the ***add*** (*A*) mode this field is blank.
Reviewer	N/A	System-generated; based on the Logon ID of the GTM reviewer promoting the transmittal to *PA (*preliminary acceptance*)* status in the ***review/approve*** mode (RAPTR).
Approver	N/A	System-generated; based on the Logon ID of the GTR approver promoting the transmittal to *AU (*authorized) status in the ***certify*** mode (CAPTR). This field remains blank until the transmittal is promoted from *PA* to *AU* status.
Locator		**[REQUIRED]** in the ***pay*** mode (PAPTR) when the transmittal status is changed to *AP (*approved to be paid) by the Disbursement Service Center. This field is used as a document locator.
Final Approver	N/A	System-generated; based on the Logon ID of the final approver promoting the transmittal to *AP* (approved to be paid) status in the pay mode (PAPTR) by the Disbursement Service Center. This field remains blank until the transmittal is promoted from *AU* to *AP* status.
Next New Trans	1 alphabetic character X	Enter an *X* and press the <**ENTER**> key to clear the screen and allow entry of another transmittal.. **Caution:** *Only enter information in this field after a successful completion message has been received for the transmittal currently being processed.*
GOTO Invoice	1 alphabetic character X	Enter an *X* and press the <**ENTER**> key to display the SAMS1106 Continued Invoice Detail (APTC) screen. **Note***:* *Only one GOTO option can be selected at a time. If an X is entered in the GOTO Listing , GOTO Status, or GOTO Reject field, this field must be blank.* **Caution:** *Only enter information in this field after a successful completion message has been received for the transmittal currently being processed.*

Table 4-1 Create Invoice Transmittal Data (APTR) Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
GOTO Listing	1 alphabetic character X	Enter an *X* and press the <**ENTER**> key to display the List Invoices by Transmittal (APLT) screen.. **Note***:* *Only one GOTO option can be selected at a time. If an X is entered in the GOTO Invoice , GOTO Status, or GOTO Reject field, this field must be blank.* **Caution:** *Only enter information in this field after a successful completion message has been received for the transmittal currently being processed.*
GOTO Status	1 alphabetic character X	Enter an *X* and press the <**ENTER**> key to display the Transmittal Status (APTS) screen. **Note***:* *Only one GOTO option can be selected at a time. If an X is entered in the GOTO Invoice , GOTO Listing, or GOTO Reject field, this field must be blank.* **Caution:** *Only enter information in this field after a successful completion message has been received for the transmittal currently being processed.*
GOTO Reject	1 alphabetic character X	Enter an *X* and press the <**ENTER**> key to display the Rejected Invoice Transmittal Summary (APRT) screen. **Note***:* *Only one GOTO option can be selected at a time. If an X is entered in the GOTO Invoice , GOTO Listing, or GOTO Status field, this field must be blank.* **Caution:** *Only enter information in this field after a successful completion message has been received for the transmittal currently being processed.*

Table 4-1 Create Invoice Transmittal Data (APTR) Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
*To commit the addition, modification, rejection or approval of an invoice transmittal, press the <**ENTER**> key.* ***Note**: Press the <**ENTER**> key to commit this screen before selecting a GOTO router. The system generates the transmittal number or saves the modifications entered.* ***Caution** Selecting a GOTO router before committing the addition or modification of a transmittal results in the **loss of data**.* **Result**: *The system displays an error message or the successful completion message with the unique system-generated transmittal number (in the **add** mode). Press the <**ENTER**> key again to clear this message before attempting to:* • *add another transmittal* • *modify another transmittal* • *reject or approve payment of another transmittal* • *go to a different screen using a GOTO router* • *exit this screen* ***Note**: If an error message displays, make the necessary corrections and press the <**ENTER**> key again to clear the error message.*		

SAMS1106 Continued Invoice Detail (APTC) Data Screen

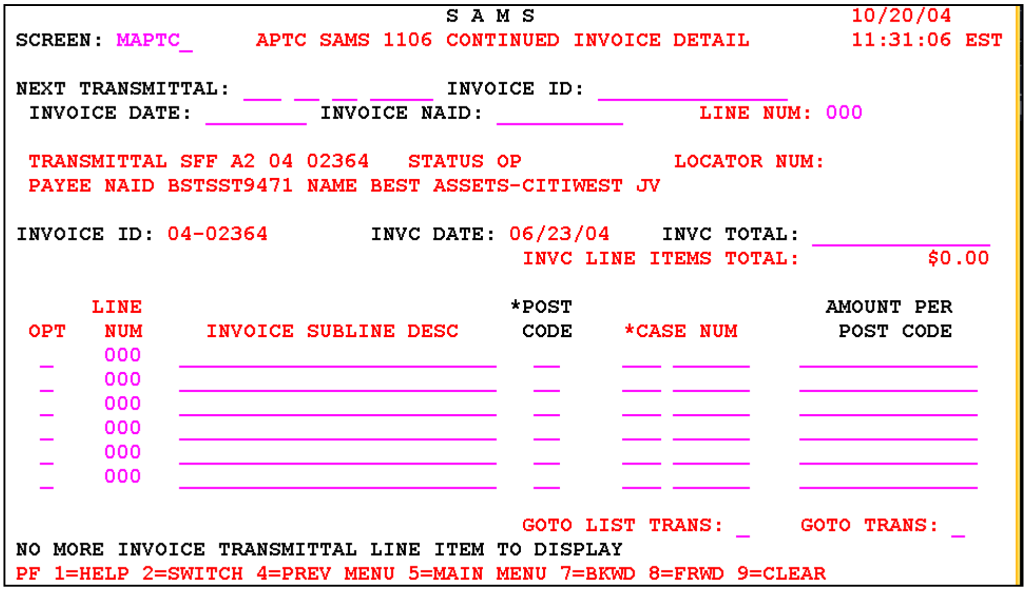
After creating an invoice transmittal on the SAMS Create Invoice Transmittal (APTR) screen, HOC Area (M&M) staff add invoices to the transmittal through the SAMS 1106 Continued Invoice Detail (APTC) screen, illustrated in Figure 4-6.

After the invoices are added, the transmittal package (**SAMS1106**) with all required documentation and authorizations must be forwarded to the HOC for the first level of review and approval before a check or EFT payment may be issued.

Before You Begin

Gather this information before using the SAMS 1106 Continued Invoice Detail (APTC) data screen to create invoices:

- the number for a transmittal created on the Create Invoice Transmittal SAMS 1106 (APTR) screen



```
                                   S A M S                        10/20/04
SCREEN: MAPTC_     APTC SAMS 1106 CONTINUED INVOICE DETAIL       11:31:06 EST

NEXT TRANSMITTAL: ___ __ __ _____ INVOICE ID: _______________
 INVOICE DATE: ________ INVOICE NAID: __________        LINE NUM: 000

 TRANSMITTAL SFF A2 04 02364   STATUS OP            LOCATOR NUM:
 PAYEE NAID BSTSST9471 NAME BEST ASSETS-CITIWEST JV

INVOICE ID: 04-02364        INVC DATE: 06/23/04    INVC TOTAL: ______________
                                        INVC LINE ITEMS TOTAL:         $0.00

      LINE                               *POST                       AMOUNT PER
 OPT   NUM     INVOICE SUBLINE DESC       CODE     *CASE NUM          POST CODE
        000
  _         _________________________     __      ___ ______      ______________
        000
  _         _________________________     __      ___ ______      ______________
        000
  _         _________________________     __      ___ ______      ______________
        000
  _         _________________________     __      ___ ______      ______________
        000
  _         _________________________     __      ___ ______      ______________
        000
  _         _________________________     __      ___ ______      ______________

                                        GOTO LIST TRANS: _    GOTO TRANS: _
NO MORE INVOICE TRANSMITTAL LINE ITEM TO DISPLAY
PF 1=HELP 2=SWITCH 4=PREV MENU 5=MAIN MENU 7=BKWD 8=FRWD 9=CLEAR
```

Figure 4-6 SAMS 1106 Continued Invoice Detail (QAPTC) Screen

Data Screen Options

On the SAMS 1106 Continued Invoice Detail (APTC) screen, HOC Area (M&M) staff:

- To ***locate*** (***query***) an invoice transmittal, enter *QAPTC* in the Screen field and press the <**F2**> key.
- To ***add*** an invoice transmittal, enter *AAPTC* in the Screen field and press the <**F2**> key.
- To ***modify*** an invoice transmittal, enter *MAPTC* in the Screen field and press the <**F2**> key. This mode is used **only** to change an invoice total and add, modify, or delete line items.
- To ***delete*** an invoice transmittal, enter *DAPTC* in the Screen field and press the <**F2**> key. The delete mode is executable for a whole invoice only. Edit checks verify the status and line items. All invoice line items **must** be deleted first, line-by-line, before an invoice can be deleted.

Note

The status of the transmittal and the authorizations assigned to the user Logon ID determine which, if any, modifications are allowed. If the transmittal status is:

- *RJ (*rejected*)*, the status can be changed by authorized HOC Area (M&M) staff to *OP* (open/in progress) to allow modifications to the transmittal invoices.
- *Cancelled*, no changes are allowed to the transmittal. Invoices attached to a canceled transmittal may be moved to another transmittal.

Procedure Table

Follow the instructions in Table 4-2 SAMS 1106 Continued Invoice Detail (APTC) Procedure Table to add, modify, or delete invoices (bills) that are associated with a transmittal:

Table 4-2 SAMS 1106 Continued Invoice Detail (APTC) Procedure Table

DATA FIELD	VALID ENTRIES	DESCRIPTION
Next Transmittal	12 alphanumeric characters Format: **SFF XX 99 999999**	**[REQUIRED]** Enter the unique identification number for the transmittal for which invoices are being added, modified, or deleted.
		System-generated; when this screen is accessed using a GOTO router from the Create Invoice Transmittal SAMS 1106 (APTR) or List Invoice by Transmittal (APLT) screens.
Invoice ID	15 numeric characters	**[REQUIRED]** Enter the invoice number. This entry is used to identify a particular invoice.
		System-generated; when this screen is accessed by using a GOTO router from the Create Invoice Transmittal SAMS 1106 (APTR) or List Invoice by Transmittal (APLT) screens.
Invoice Date	8 alphanumeric characters Format: **mm/dd/yyyy**	**[REQUIRED]** Enter the invoice date. This date must be equal or prior to the current system date.
		System-generated; when this screen is accessed from the Create Invoice Transmittal SAMS 1106 (APTR) or List Invoice by Transmittal (APLT) screens.
Invoice NAID	10 alphanumeric characters	Enter the payee NAID associated with the payee for the invoice being added.
		System-generated in the ***locate*** (***query***), ***modify***, or ***delete*** mode based on the transmittal and invoice selected.
Line Num	N/A	In all modes **EXCEPT** the ***add*** mode, this field can be used as a GOTO router to find a specific line number for an invoice. Enter the desired line number. **Note**: *Only one GOTO option can be selected at a time. If an X is entered in the GOTO List Trans or GOTO Trans field, this field must be blank.*
		System-generated; in the ***add*** mode when adding detail lines.
*In the **locate (query)**, **modify** or **delete** modes, press the <**F2**> key.* **Result**: *The system retrieves and displays the available values for the fields identified here.*		

Table 4-2 SAMS 1106 Continued Invoice Detail (APTC) Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
Transmittal	N/A	System-generated; number assigned by the system.
Status	N/A	System-generated; based on the current status on the Create Invoice Transmittal SAMS 1106 (APTR) screen.
Locator Num	N/A	System-generated; from the Create Invoice Transmittal SAMS 1106 (APTR) screen.
Payee NAID	N/A	System-generated; from the Create Invoice Transmittal SAMS 1106 (APTR) screen.
Name	N/A	System-generated; based on the entry in the Payee NAID field. The enter in this field identifies the payee by name.
Invoice ID	15 alphanumeric characters	**[REQUIRED]** in the ***add*** mode. Enter the number from the vendor or contractor invoice or bill. The **entire** field must be completed. No spaces are allowed in this field. ***Note***: *The system performs edit checks to confirm that no duplicate invoices were previously submitted for the payee (i.e., no invoices with the same invoice ID number and invoice date for that NAID). The same invoice ID and invoice date can be used for different NAIDs.*
		System-generated; in the ***locate*** (***query***), ***modify***, and ***delete*** modes based on the selection criteria entries in the Next Transmittal, Invoice ID, and Invoice Date, Invoice NAID, Line Num fields.
Invc Date	9 alphanumeric characters **mm/dd/yyyy**	**[REQUIRED]** in the ***add*** mode. Enter the date from the invoice.
		System-generated; in the ***locate*** (***query***), ***modify***, and ***delete*** modes based on the selection criteria entries in the Next Transmittal, Invoice ID, Invoice Date, Invoice NAID, and Line Num fields.
Invc Total	9 numeric characters Format: **9999999.99**	**[REQUIRED]** in the ***add*** mode. Enter the total amount of the invoice.
		System-generated; in the ***locate*** (***query***), ***modify***, and ***delete*** modes based on the selection criteria entries in the Next Transmittal, Invoice ID, Invoice Date, Invoice NAID, and Line Num fields.

Table 4-2 SAMS 1106 Continued Invoice Detail (APTC) Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
Invc Line Items Total	N/A	System-generated; calculation based on the number of items entered This is a protected field. **Note**: *This field remains blank in the* **add** *mode.*
Press the <**ENTER**> *key to commit information entered on the top-portion of the screen.* ***Result****: In* ***add*** *mode, the system commits the information entered and automatically transfers to the* ***modify*** *mode. In the* ***locate (query)***, ***modify***, *or* ***delete*** *modes the system retrieves and displays the available values for the fields identified here to allow addition, modification, or deletion of data on the bottom-portion of this screen.*		
Opt	1 alphabetic character **A** = Add **M** = Modify **D** = Delete	**[REQUIRED]** Enter the code for the desired option mode.
*Post Code	2 alphabetic characters	**[REQUIRED]** in the ***add*** mode. Enter the post code or enter *?* and press the <**ENTER**> key for the Lookup screen to view a list of available post codes. To change an entry in the ***modify*** mode, enter the post code or select it from the Lookup screen.
		System-generated; in the ***delete*** mode based on the prior entry for this field.
*Case Num	9 numeric characters	**[REQUIRED]** in the ***add*** mode. Enter the case number associated with the work performed or enter *?* and press the <**ENTER**> key for the Lookup screen. ***Note****: The case* ***must*** *be in the user's area (either currently or previously). For example: Transmittal SFF XX 0500001 can contain a case that is now in area AA, but was previously in area XX.* To change the entry in the ***modify*** mode, enter the case number or select the number from the Lookup screen. **Note** *If an allocated post code is entered, the system overrides the case number entered.*
		System-generated; in the ***delete*** mode based on the prior entry for this field.

Table 4-2 SAMS 1106 Continued Invoice Detail (APTC) Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
Amount Per Post Code	12 numeric characters	**[REQUIRED]** in the ***add*** mode. Enter the dollar amount for the applicable line item and post code entered. To change the entry in the ***modify*** mode, enter the dollar amount. **Note**: *Negative numbers may be entered in this field.*
		System-generated; in the ***delete*** mode based on the prior entry for this field.
GOTO List Trans	1 alphabetic character X	Enter an *X* and press the <**ENTER**> key. **Result**: *The system automatically displays the List Transmittal (APLT) screen.* **Note**: *Only one GOTO option can be selected at a time. If an X is entered in the GOTO Trans field, this field must be blank.*
GOTO Trans	1 alphabetic character X	Enter an *X* and press the <**ENTER**> key. **Result**: *The system automatically displays the Invoice Transmittal (APTR) screen in **modify** mode.* ***Note***: *Only one GOTO option can be selected at a time. If an X is entered in the GOTO List Trans field, this field must be blank.*

Table 4-2 SAMS 1106 Continued Invoice Detail (APTC) Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
To commit the addition, modification, or deletion of invoice data, press the <**ENTER**> *key.* ***Caution*** *Press the <**ENTER**> key and commit this screen before selecting a GOTO router.* **Result**: *The system displays an error message or calculates the amount entered for invoice sublines and displays it in the* *Inv Line Items Total* *field for comparison with the* *Inv Total* *field.* • *To add more detail lines to an invoice, after six detail lines of data have been entered, press the <**ENTER**> key again and the system displays the next set of blank invoice detail lines (with the sixth line now displayed on the top line).* • *To add another invoice to the same transmittal, enter AAPTC in the* *Screen* *field at the top, left-most corner of the screen and press the <**F2**> key. The system displays a blank invoice (APTC) screen to add another invoice.* • *To confirm that all of the desired invoices have been added to a transmittal, enter an* X *after the* *GOTO List Trans* *router at the bottom of the screen. The system displays the List Transmittal (APLT) screen that shows a summary of all of the information about a transmittal and its invoices.* • *When finished entering invoices, return to the Invoice Transmittal (APTR) screen using the* *GOTO Trans* *router.*		

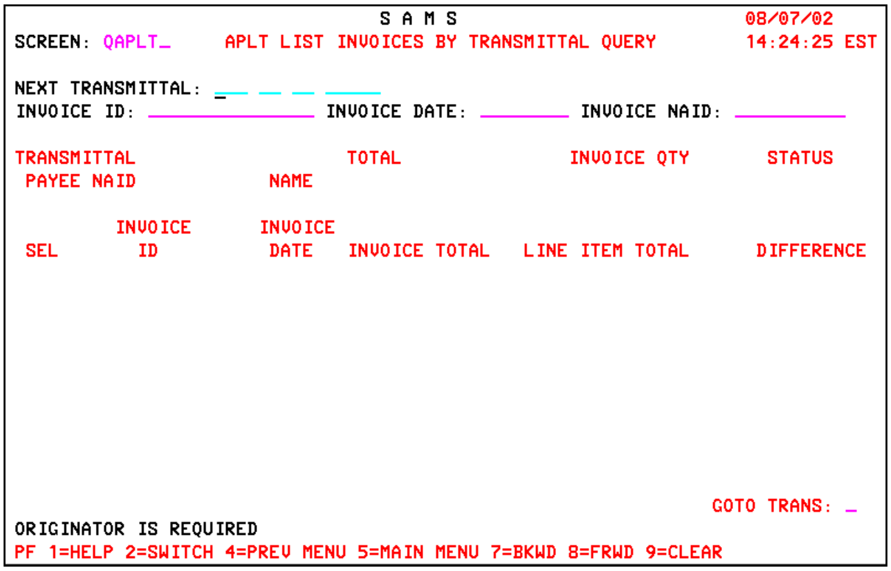
List Invoices By Transmittal Query (APLT) Screen

Authorized HUD and HOC Area (M&M) staff use the List Invoices by Transmittal (APLT) query screen, illustrated in Figure 4-7, to view a list all of the invoices associated with a single transmittal. This screen also displays the current transmittal status, transmittal total, and number of invoices associated with the transmittal.

Before You Begin

Gather this information before using the List Invoices by Transmittal (APLT) screen:

- The transmittal number to initiate the search (query)



```
                                S A M S                           08/07/02
SCREEN: QAPLT_     APLT LIST INVOICES BY TRANSMITTAL QUERY        14:24:25 EST

NEXT TRANSMITTAL: ___ __ __ _____
INVOICE ID: _______________ INVOICE DATE: ________ INVOICE NAID: __________

TRANSMITTAL                  TOTAL               INVOICE QTY      STATUS
 PAYEE NAID           NAME

        INVOICE     INVOICE
 SEL       ID          DATE   INVOICE TOTAL   LINE ITEM TOTAL      DIFFERENCE










                                                             GOTO TRANS: _
ORIGINATOR IS REQUIRED
PF 1=HELP 2=SWITCH 4=PREV MENU 5=MAIN MENU 7=BKWD 8=FRWD 9=CLEAR
```

Figure 4-7 List Invoices by Transmittal (QAPLT) Query Screen

Query Screen Options

On the List Invoices by Transmittal (APLT) screen:

- To ***locate*** (***query***) a transmittal, enter *QAPLT* in the Screen field and press the <**F2**> key.

Procedure Table Follow the instructions in Table 4-3 List Invoices by Transmittal (APLT) Procedure Table to search for or find specific information about a transmittal:

Table 4-3 List Invoices by Transmittal (APLT) Procedure Table

DATA FIELD	VALID ENTRIES	DESCRIPTION
Next Transmittal	12 alphanumeric characters	[**REQUIRED**] key line field. Enter the transmittal number.
Invoice ID	15 alphanumeric characters	Enter the invoice identifier. The entry in this field identifies a particular invoice based on the number assigned to the original invoice submitted.
Invoice Date	8 alphanumeric characters Format: **mm/dd/yyyy**	Enter the invoice date. The entry in this field identifies a particular invoice by the date of the original invoice submitted.
Invoice NAID	10 alphanumeric characters	Enter the payee NAID for the transmittal.
*Press the <**F2**> key.* ***Result**: The system retrieves and displays the available values for the fields identified here.*		
Transmittal	N/A	System-generated; transmittal number displays based on the selection criteria entered in the Next Transmittal, Invoice ID, Invoice Date, and Invoice NAID fields.
Total	N/A	System-generated; displays the total amount for the transmittal based on the transmittal record selected in the Next Transmittal, Invoice ID, Invoice Date, and Invoice NAID fields..
Invoice Qty	N/A	System-generated; identifies the total number of invoices associated with the transmittal based on the transmittal record selected in the Next Transmittal, Invoice ID, Invoice Date, and Invoice NAID fields.
Status	N/A	System-generated; identifies the current status of the transmittal based on the transmittal record selected in the Next Transmittal, Invoice ID, Invoice Date, and Invoice NAID fields.
Payee NAID	N/A	System-generated; identifies the payee by its NAID based on the transmittal record selected in the Next Transmittal, Invoice ID, Invoice Date, and Invoice NAID fields.
Name	N/A	System-generated; identifies the payee by name based on the entry in the Payee NAID field.

Table 4-3 List Invoices by Transmittal (APLT) Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
Sel	1 alphabetic character X	Select a specific invoice on the transmittal to be viewed by entering *X* in the Sel field next to the desired record and pressing the <**ENTER**> key. ***Result*** *The system automatically displays the SAM 1106 Continued Invoice Detail (APTC) screen to view the specific invoice selected. Refer to* ***SAMS1106 Continued Invoice Detail (APTC) Data Screen*** *for detailed information.*
Invoice ID	N/A	System-generated; based on the entries on the SAMS 1106 Continued Invoice Detail (APTC) screen. (Refer to **SAMS1106 Continued Invoice Detail (APTC) Data Screen** for details on this screen.)
Invoice Date	N/A	System-generated; based on the entries on the SAMS 1106 Continued Invoice Detail (APTC) screen. (Refer to **SAMS1106 Continued Invoice Detail (APTC) Data Screen** for details on this screen.)
Invoice Total	N/A	System-generated; based on the entries on the SAMS 1106 Continued Invoice Detail (APTC) screen. (Refer to **SAMS1106 Continued Invoice Detail (APTC) Data Screen** for details on this screen.)
Line Item Total	N/A	System-generated; based on the entries on the SAMS 1106 Continued Invoice Detail (APTC) screen. (Refer to **SAMS1106 Continued Invoice Detail (APTC) Data Screen** for details on this screen.)
Difference	N/A	System-generated; based on the entries on the SAMS 1106 Continued Invoice Detail (APTC) screen. (Refer to **SAMS1106 Continued Invoice Detail (APTC) Data Screen** for details on this screen.)
GOTO Trans	1 alphabetic character **X**=APTR screen	Enter *X* and press the <**ENTER**> key. ***Result****:* *The system automatically displays the Create Invoice Transmittal SAMS 1106 (APTR) screen, described under* ***Create Invoice Transmittal (APTR) Data Screen****, to view the information.*

4.2 Tax Disbursements

Introduction

This section describes in more detail the Verify Tax Bills and Prepare Transmittals task within the Prepare and Post Disbursements and Issue Payments Accounting subprocess. The Verify Tax Bills and Prepare Transmittals tasks identify, capture, and record the data required to produce an accurate and complete payment to tax authorities of HUD-owned single-family properties.

The objective of the HUD Tax disbursement tasks is to pay real estate taxes accurately and on time - to avoid penalties and to avoid loss of HUD assets through tax sales. These tasks rely upon two key elements:

- The maintenance of current Taxing Authority information
- Responsible evaluation and payment of property taxes due on HUD-owned properties

The M&M contractors keep Taxing Authority information current. M&Ms must use the **SAMS-1110 Payee Name and Address** form to update the Taxing Authority profile data with the Disbursement Service Center. It is the responsibility of the M&M Contractor to work with the Taxing Authority to make certain they are aware of taxes that are levied on HUD-owned properties.

M&Ms are required to pay real estate taxes and special assessments on HUD-acquired properties in steps 1 through 7 and those properties in step 8 with a tax penalty date that falls before the expected closing date. Tax accounts are established for each property to track and prevent duplicate tax payments. These accounts ensure that payments are current and bills are obtained and paid before penalty dates. Tax accounts are established immediately after the cases are entered into the system on the Case Definition (CMC1) screen (described in **Chapter 3 – Case Management**).

Tax Disbursements Processing Tasks

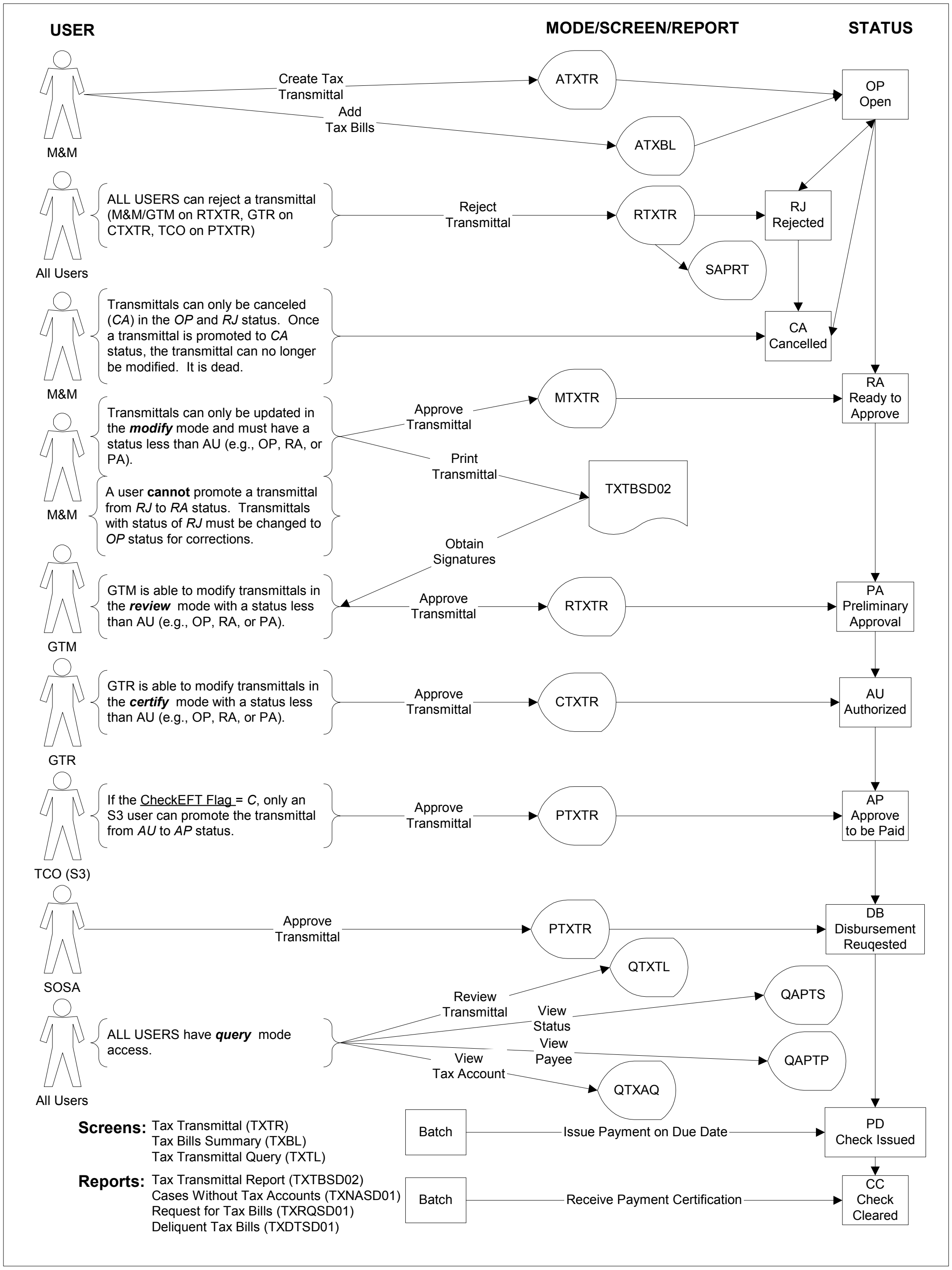
There are nine tax processing tasks, beginning with the identification of a tax authority (NAID) in the global subsystem and ending with the printing of the Tax Transmittal Report (TXTBSD02) which is attached to the tax bills and circulated for payment approvals. (Refer to **Chapter 2 – Global Definitions** for details and creating tax authority NAIDs and **Chapter 11 – SAMS Reports** for a detailed description of the Tax Transmittal Report.)

Once case numbers are established in SAMS, taxes are processed through the tax module in accordance with tasks 2 through 9 discussed below. The tax module is used to pay taxes owed on HUD-owned single-family properties acquired through foreclosure of FHA-insured mortgages, as well as on properties acquired under Sections 312, 1013, HECM, and Title I programs. Tax bills for cases known as legal or special acquisitions are also processed through SAMS. The tax transmittal approval process is illustrated in Figure 4-8 for check payments and in Figure 4-9 for EFT payments.

Task 1	Define Tax Authorities in SAMS
Task 2	Establish and Maintain Tax Accounts
Task 3	Create Tax Transmittal
Task 4	Add Tax Bills to Transmittal
Task 5	Review and Approve Transmittal for Payment at the HOC Area (M&M) Office Level (Ready for Approval Status)
Task 6	Print the Transmittal Report and Obtain Required Signatures
Task 7	Review and Approve Transmittal at the Government Technical Manager (GTM) Level (Preliminary Acceptance Status)
Task 8	Review and Approve Transmittal at the Government Technical Representative (GTR) Level (Authorized Status)
Task 9	Review and Approve Transmittal for Payment at the Disbursement Service Center Level (Approve to be Paid Status)

Note

Refer to **Chapter 2 – Global Definitions** for detailed instructions for establishing tax accounts and to **Chapter 3 – Case Management** for details on establishing cases in SAMS and moving cases through the Case Management steps.


USER
MODE/SCREEN/REPORT
STATUS
M&M
Create Tax Transmittal
ATXTR
Add Tax Bills
ATXBL
OP Open
All Users
Reject Transmittal
RTXTR
RJ Rejected
SAPRT
M&M
CA Cancelled
M&M
Approve Transmittal
MTXTR
RA Ready to Approve
Print Transmittal
TXTBSD02
Obtain Signatures
GTM
Approve Transmittal
RTXTR
PA Preliminary Approval
GTR
Approve Transmittal
CTXTR
AU Authorized
TCO (S3)
Approve Transmittal
PTXTR
AP Approve to be Paid
SOSA
Approve Transmittal
PTXTR
DB Disbursement Reuqested
All Users
Review Transmittal
QTXTL
View Status
QAPTS
View Payee
QAPTP
View Tax Account
QTXAQ
Batch
Issue Payment on Due Date
PD Check Issued
Batch
Receive Payment Certification
CC Check Cleared

ALL USERS can reject a transmittal (M&M/GTM on RTXTR, GTR on CTXTR, TCO on PTXTR)

Transmittals can only be canceled (*CA*) in the *OP* and *RJ* status. Once a transmittal is promoted to *CA* status, the transmittal can no longer be modified. It is dead.

Transmittals can only be updated in the ***modify*** mode and must have a status less than AU (e.g., OP, RA, or PA).

A user **cannot** promote a transmittal from *RJ* to *RA* status. Transmittals with status of *RJ* must be changed to *OP* status for corrections.

GTM is able to modify transmittals in the ***review*** mode with a status less than AU (e.g., OP, RA, or PA).

GTR is able to modify transmittals in the ***certify*** mode with a status less than AU (e.g., OP, RA, or PA).

If the CheckEFT Flag = *C*, only an S3 user can promote the transmittal from *AU* to *AP* status.

ALL USERS have ***query*** mode access.

Screens: Tax Transmittal (TXTR)
Tax Bills Summary (TXBL)
Tax Transmittal Query (TXTL)

Reports: Tax Transmittal Report (TXTBSD02)
Cases Without Tax Accounts (TXNASD01)
Request for Tax Bills (TXRQSD01)
Deliquent Tax Bills (TXDTSD01)

Figure 4-8 Tax Transmittal for Check Payment Approval Process

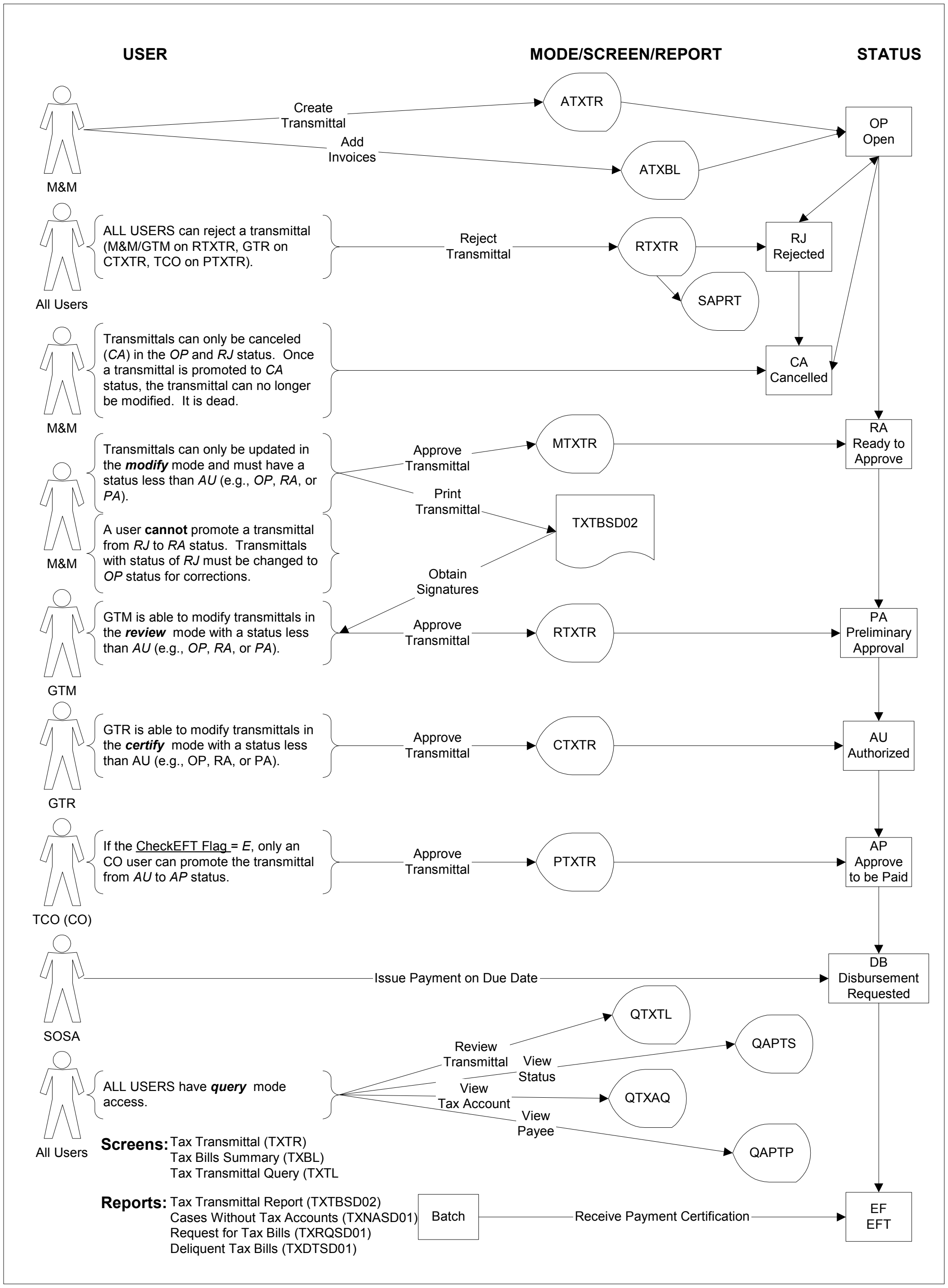

USER
MODE/SCREEN/REPORT
STATUS
M&M
Create Transmittal
ATXTR
Add Invoices
ATXBL
OP Open
All Users
ALL USERS can reject a transmittal (M&M/GTM on RTXTR, GTR on CTXTR, TCO on PTXTR).
Reject Transmittal
RTXTR
SAPRT
RJ Rejected
M&M
Transmittals can only be canceled (CA) in the OP and RJ status. Once a transmittal is promoted to CA status, the transmittal can no longer be modified. It is dead.
CA Cancelled
M&M
Transmittals can only be updated in the modify mode and must have a status less than AU (e.g., OP, RA, or PA).
A user cannot promote a transmittal from RJ to RA status. Transmittals with status of RJ must be changed to OP status for corrections.
Approve Transmittal
MTXTR
RA Ready to Approve
Print Transmittal
TXTBSD02
Obtain Signatures
GTM
GTM is able to modify transmittals in the review mode with a status less than AU (e.g., OP, RA, or PA).
Approve Transmittal
RTXTR
PA Preliminary Approval
GTR
GTR is able to modify transmittals in the certify mode with a status less than AU (e.g., OP, RA, or PA).
Approve Transmittal
CTXTR
AU Authorized
TCO (CO)
If the CheckEFT Flag = E, only an CO user can promote the transmittal from AU to AP status.
Approve Transmittal
PTXTR
AP Approve to be Paid
SOSA
Issue Payment on Due Date
DB Disbursement Requested
All Users
ALL USERS have query mode access.
Review Transmittal
QTXTL
View Status
QAPTS
View Tax Account
QTXAQ
View Payee
QAPTP
Screens: Tax Transmittal (TXTR)
Tax Bills Summary (TXBL)
Tax Transmittal Query (TXTL
Reports: Tax Transmittal Report (TXTBSD02)
Cases Without Tax Accounts (TXNASD01)
Request for Tax Bills (TXRQSD01)
Deliquent Tax Bills (TXDTSD01)
Batch
Receive Payment Certification
EF EFT

Figure 4-9 Tax Transmittal for EFT Payment Approval Process

Task 1: Define Tax Authorities in SAMS

Prior to initiating any tax disbursements, each tax authority must be defined in SAMS with a name and address identifier (NAID). The Disbursement Service Center establishes this identifier in SAMS upon receipt from the HOC Area (M&M) of a completed **SAMS 1110 Taxing Authority Profile** form. (Refer to **Chapter 2 – Global Definitions** for details on establishing Tax Authority NAIDs.) Tax authorities usually complete the form then return it to the HOC Area (M&M) for review. A separate form must be completed for each tax type billed by the tax authority. Tax type codes are listed in the instructions of the **SAMS 1110** form. A tax authority profile may be viewed in SAMS by accessing the Tax Authority Tax Type Period Line (TXTP) screen. (Refer to **Tax Authority Tax Type Period Line (TXTP) Query Screen** for a detailed description of this screen.)

Example: VANRFLK500

Indicates the sequential number assigned to the Tax NAID

Indicates the taxing authority name.

Task 2: Establish and Maintain Tax Accounts

Disbursement Service Center personnel establish the tax account in SAMS as the first task in the tax payment processing. After a case is entered through the Case Definition (CMC1) screen (as described in **Chapter 3 – Case Management**), each tax type and tax authority indicated on the **HUD 27011** form (or other acquisition document) that is applicable to the property should be entered on the Tax Account (TXTA) screen in summary mode. HOC Area (M&M) staff maintain tax account information (e.g., close a tax account when a property is sold) through the Tax Account (TXTA) screen, as needed. (Refer to **Tax Account (TXTA) Data Screen** for a detailed description of the screen.)

Note

The **Cases Without Tax Accounts** (TXNASD01) report, accessed from the *Reports Retrieval* option on the SAMS Main Menu (LMNM), allows the user to retrieve a list of all cases in active inventory (steps 1 through 8), excluding custodials, that are not linked to a tax account. Refer to **Chapter 11 – SAMS Reports** for a detailed description of this report and instructions on running SAMS reports.

Task 3:
Create the Tax Transmittals

HOC Area (M&M) office staff are primarily responsible for creating tax transmittals for property related expenses. Upon receipt of tax bills, the HOC Area (M&M) office staff research and sort the tax bills into groups of fifty (50) with the same tax authority, type, period, and year. To create a new tax transmittal, HOC Area (M&M) staff enter the tax authority (NAID), type, period, year, and pay-by-date on the Tax Transmittal (TXTR) screen in the add mode (refer to **Tax Transmittal (TXTR) Data Screen** for details).

When the user commits the information entered in the add mode (ATXTR) on the Tax Transmittal (TXTR) screen, SAMS generates the transmittal ID and sets the current status for the transmittal to *OP* (open/in progress).

Note

The Tax Account (TXAQ) screen allows the user to identify FHA case and tax NAID information on tax bills. A detailed description of this screen is provided in **Tax Account (TXAQ) Query Screen**.

Task 4:
Add Tax Bills to Transmittal

After creating the tax transmittal, the HOC Area (M&M) staff enter each tax bill to be associated with a specific transmittal on the Tax Bill Summary (TXBL) screen. (Refer to **Tax Bills Summary (TXBL) Data Screen** for a detailed description of the screen.) Upon completion of the screen data, the M&M user commits the data. The screen clears and allows entry of additional tax bills, if desired.

After adding all tax bills to the transmittal package, the data entry is verified and any necessary changes are made. When the screen is committed, SAMS calculates the transmittal total and the number of invoices based on entries on the screen.

Two reports are available through the *Reports Retrieval* option on the SAMS Main Menu (LMNM) to identify cases or properties that require tax payments:

- The **Request for Tax Bills Report** (TXRQSD01) retrieves bill data for any unpaid period from the time the property was acquired to ninety (90) days beyond the date the report is generated. (The ninety days into the future date is set by NOMAD and **cannot** be changed by the user.) Bill data is not included on the report for any period/year designated as paid by the mortgagee on the Tax Account (TXTA) or Tax Bill (TXBL) screens in summary mode.
- The **Delinquent Tax Bills Report** (TXDTSD01) retrieves bill data for any unpaid period from the time the property was acquired to ninety (90) days beyond the date the report is generated. (The ninety days into the future date is set by NOMAD and **cannot** be changed by the user.) Bill data is not included on the report for any period/year designated as paid by the mortgagee on the Tax Account (TXTA) screen in summary mode or with bills attached to transmittals in electronic funds (EFT paid) or in Check Cleared (CC) status.

Task 4:
Add Tax Bills to Transmittal
(continued)

Refer to **Chapter 11 – SAMS Reports** for instructions for generating, viewing, and printing SAMS standard reports.

Note

Transmittals that have been open and inactive for 180 days are automatically placed into Canceled (CA) status.

Task 5:
Approve Transmittal for Payment at the HOC Area (M&M) Level

The M&M supervisor verifies the accuracy and completeness of the transmittal package and makes any necessary corrections after all of the tax bills are added to the transmittal package. Using the modify mode of the Tax Transmittal (TXTR) screen, the HOC Area (M&M) supervisor changes the current status of the tax transmittal from *OP* (open/in progress) to *RA* (ready for approval).

Note

After promoting the transmittal to *RA* (ready for approval) status, the HOC Area (M&M) user **cannot** make any further changes unless the transmittal is returned to *OP* (open) status. Refer to the **Tax Transmittal (TXTR) Data Screen** section for instructions on changing the transmittal status.

Task 6:
Print Transmittal Report and Obtain Required Signatures

Once the invoice transmittal is in *RA* (ready for approval) status, the HOC Area (M&M) user requests that the Tax Transmittal (TXTBSD02) report be generated and printed. This report is used to accumulate the approval signatures necessary for initiating payment to the vendor. (Refer to **Chapter 11 – SAMS Reports** for instructions for generating, viewing, and printing SAMS standard reports.)

The user securely attaches all coupons or bills to the approved report and submits this package to his/her HOC for the next approval levels: reviewer (GTM) and approver (GTR). All signatures must be placed in the appropriate areas on the printed report.

Note

Signatures should not be obtained until the transmittal has been appropriately approved in SAMS. If a transmittal is modified at any level of the transmittal process, a new Tax Transmittal (TXTBSD02) report must be printed and re-signed by the appropriate personnel.

Task 7:
Approve Transmittal for Payment by the GTM

After the transmittal is promoted to *RA* (ready for approval) status by the M&M office user, the HOC Government Technical Manager (GTM) either:

- Verifies the accuracy and completeness of the transmittal package, makes any necessary corrections for approval, and using the review mode (*RTXTR*) of the Tax Transmittal screen (TXTR) changes the current status of the transmittal from *RA* (ready for approval*)* to *PA (*preliminary acceptance*)*.
- Changes the current status of the transmittal from *RA* (ready for approval*)* to *RJ* (rejected*)* status using the review mode (*RTXTR*) of the Tax Transmittal screen (TXTR), identifies the appropriate reason for the rejection of the package using the modify mode (*SAPRT*) of the Rejected Invoice Transmittal Summary (APRT) screen (described in detail in Rejected Invoice Transmittal Summary (APRT) Data Screen), and returns the completed package to the originating M&M for correction.

For detailed descriptions of these screens refer to **Tax Transmittal (TXTR) Data Screen** and **Rejected Invoice Transmittal Summary (APRT) Data** Screen.

Note

After promoting the transmittal to *RA (*ready for approval) or *RJ (*rejected*)* status, the GTM user can make no further changes unless the transmittal is returned to *OP* (open) status. Refer to **Tax Transmittal (TXTR) Data Screen** for details on changing the transmittal status.

The status of any transmittal may be monitored by accessing the locate (query) mode of the Transmittal Status (APTS) screen or the Transmittal by Payee (APTP) screen. Refer to **Transmittal Status (APTS) Query Screen** or **Transmittals By Payee (APTP) Query Screen** for detailed descriptions of these screens.

Task 8:
Approve Transmittal for Payment by the GTR

After the transmittal has been promoted to *PA* (preliminary acceptance) status by the GTM user, the Government Technical Representative (GTR) either:

- Verifies the accuracy and completeness of the transmittal package, makes any necessary corrections, changes the current status of the transmittal on the certify mode (*CTXTR*) of the Tax Invoice Transmittal (TXTR) screen from *PA (*preliminary acceptance*)* to *AU* (authorized) status.
- Changes the current status of the transmittal package from *PA (*preliminary acceptance*)* to *RJ (*rejected*)* using the certify mode (*CTXTR*) of the Tax Invoice Transmittal (TXTR) screen, identifies the appropriate reason for the rejection of the package on the modify mode (*SAPRT*) of the Rejected Invoice Transmittal Summary (APRT) screen (described in detail in Rejected Invoice Transmittal Summary (APRT) Data Screen), and returns the completed package to the originating HOC Area (M&M) for correction.

Note

After promoting the transmittal to *AU* (authorized) or *RJ* (rejected) status, a GTR user **cannot** make any further changes unless the transmittal is returned to *OP* (open) status.. Refer to **Tax Transmittal (TXTR) Data Screen** for details on changing the transmittal status.

The status of any transmittal may be monitored by accessing the locate (query) mode of the Transmittal Status (APTS) screen or the Transmittal by Payee (APTP) screen. For detailed descriptions of these screens, refer to **Transmittal Status (APTS) Query Screen** and **Transmittals By Payee (APTP) Query Screen**, respectively.

Task 9:
Approve Transmittal for Payment by the Disbursement Service Center

After the transmittal has been promoted to *AU (*authorized*)* status by the GTR, the transmittal payment is reviewed and certified by the Disbursement Service Center for payment. The Disbursement Service Center personnel either:

- Verify the accuracy and completeness of the transmittal package and make any necessary corrections, and use the pay/approve mode (*PTXTR*) of the Tax Transmittal (TXTR) screen to change the current status of the transmittal from *AU* (authorized) to *AP* (approved to be paid) status.
- Change the current status from *AU* (authorized) to *RJ* (rejected) status using the pay/approve mode (*PTXTR*) of the Tax Transmittal (TXTR) screen, identifies the appropriate reason for the rejection of the package on the modify mode (*SAPRT*) of the Rejected Invoice Transmittal Summary (APRT) screen and returns the completed package to the originating HOC Area (M&M) for correction.

For detailed descriptions of these screens, refer to **Tax Transmittal (TXTR) Data Screen** and **Rejected Invoice Transmittal Summary (APRT) Data** Screen.

Task 9: Approve Transmittal for Payment by the Disbursement Service Center (continued)

Note

If a transmittal has been rejected at any level in the transmittal process, the HOC Area (M&M) must change the current status from *RJ* (rejected) status to *OP* (open/in progress) status **before** making the necessary corrections and subsequently returning the package to the Government Technical Manager (GTM) for approval. Refer to **Tax Transmittal (TXTR) Data Screen** for details on changing the transmittal status.

After the transmittal is promoted by the Disbursement Service Center to *AP* (approved to be paid), SAMS monitors the transmittal due-date to determine when the transmittal is to be paid and prepares the payment to be sent at the appropriate time:

- If active American Banking Association (ABA) Bank information **exits** in SAMS for the payee, the payment is made through Electronic Funds Transfer (EFT). Refer to Section and **4.7 - Electronic Funds Transfer Payments** for a detailed explanation of the SAMS procedures for processing EFT payments.
- If active ABA Bank information **does not exist** in SAMS for the payee, the payment is made by check. Refer to Section **4.6 - Check Payments** for a detailed explanation of the SAMS procedures for processing check payments.

The status of any transmittal may be monitored by accessing the locate (query) mode of the Transmittal Status (APTS) screen or the Transmittal by Payee (APTP) screen described in **Transmittal Status (APTS) Query Screen** or **Transmittals By Payee (APTP) Query Screen**, respectively.

Note

Once a transmittal is promoted to AP (approved to be paid) status and reaches the pay-by-date threshold, the transmittal can not be cancelled or rejected. For check payments, the check must be cancelled. For EFT payments, the transmittal must be rejected. Refer to the **Check Payments** or **Electronic Funds Transfer Payments** sections for details on canceling checks or rejecting EFT payments, respectively.

Tax Disbursements Processing Screens

The Tax Module data screens allow authorized HUD and HUD Contractor staff to create and correct tax accounts for HUD-owned single-family properties; create, modify, and cancel tax transmittals; and add, modify and delete tax bills.

Data Screens

The data screens covered in this section are:

- Tax Account .... TXTA
- Tax Transmittal .... TXTR
- Tax Bills Summary .... TXBL
- Tax Account Correction .... TXTC

Query Screens

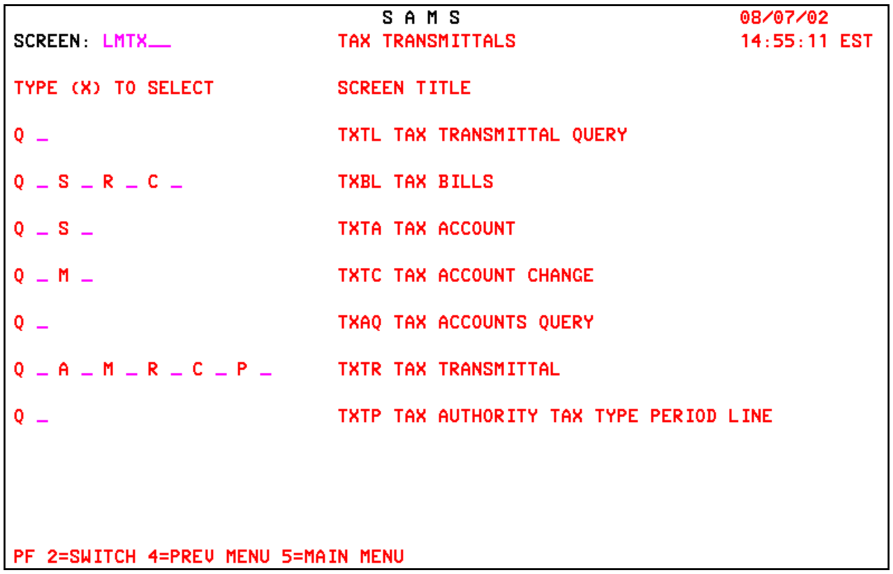
The query screens covered in this section are:

- Tax Authority Tax Type Period Line .... TXTP
- Tax Transmittal Query .... TXTL
- Tax Accounts Query .... TXAQ
- Tax Account Listing Query .... TXAL

Menu

The tax transmittal screens are located on the Tax Transmittals (LMTX) submenu, illustrated in Figure 4-10 and may be accessed by either:

- Entering an *X* in the selection field for the *Taxes* option on the SAMS Data Entry Menu (LMDE) and pressing the <**ENTER**> key
- Entering *LMTX* in the Screen field in the upper left-hand corner of a screen using the Expert mode and pressing the <**F2**> key



```
                             S A M S                          08/07/02
SCREEN: LMTX__               TAX TRANSMITTALS                 14:55:11 EST

TYPE (X) TO SELECT           SCREEN TITLE

Q _                          TXTL TAX TRANSMITTAL QUERY

Q _ S _ R _ C _              TXBL TAX BILLS

Q _ S _                      TXTA TAX ACCOUNT

Q _ M _                      TXTC TAX ACCOUNT CHANGE

Q _                          TXAQ TAX ACCOUNTS QUERY

Q _ A _ M _ R _ C _ P _      TXTR TAX TRANSMITTAL

Q _                          TXTP TAX AUTHORITY TAX TYPE PERIOD LINE




PF 2=SWITCH 4=PREV MENU 5=MAIN MENU
```

Figure 4-10 Tax Transmittals (LMTX) Screen

Menu Screen Options

From the SAMS Tax Transmittals menu:

- To ***locate*** (***query***), ***add***, ***modify***, or ***delete*** tax transmittal information select the appropriate mode of the TXTA Tax Account option and press the <**ENTER**> key. For detailed instructions refer to **Tax Account (TXTA) Data Screen**.
- To ***locate*** (***query***), ***add***, ***modify***, ***review*** (***reject***), ***certify*** (***reject***), or ***approve*** tax transmittal information select the appropriate mode of the TXTR Tax Transmittal option and press the <**ENTER**> key. For detailed instructions refer to **Tax Transmittal (TXTR) Data Screen**.
- To ***locate*** (***query***), ***add***, ***modify***, ***delete***, ***review***, ***certify*** tax bills select the appropriate mode of the TXBL Tax Bills option and press the <**ENTER**> key. For detailed instructions refer to **Tax Bills Summary (TXBL) Data Screen**.
- To ***locate*** (***query***), ***add***, ***modify***, or ***delete*** tax a account number select the appropriate mode of the TXTC Tax Account Change option and press the <**ENTER**> key. For detailed instructions refer to **Tax Account Change (TXTC) Data Screen**.
- To ***verify*** tax authority profiles select the locate (query) mode of the TXTP Tax Authority Tax Type Period Line option and press the <**ENTER**> key. For detailed instructions refer to **Tax Authority Tax Type Period Line (TXTP) Query Screen**.
- To ***locate*** (***query***) a tax transmittal select the query mode of the TXTL Tax Transmittal Query option and press the <**ENTER**> key. For detailed instructions refer to **Tax Transmittal (TXTL) Query Screen**.
- To locate (query) a tax account or tax authority select the locate (query) mode of the TXAQ Tax Accounts Query option and press the <ENTER> key. For detailed instructions refer to **Tax Account (TXAQ) Query Screen**.

Tax Account (TXTA) Data Screen

After the tax NAID is created by the Disbursement Service Center, as described in **Chapter 2 – Global Definitions**, authorized HOC Area (M&M) staff establish the initial tax account for a new case, identify the taxing authority NAID, and identify the tax type (i.e., city, county, state) through the Tax Account (TXTA) data screen, illustrated in Figure 4-11. The latest tax payment data prior to acquisition of the property are also entered here. This data screen links the tax account to a particular case. Multiple tax accounts can be entered for the same case number on this screen.

When a property is sold prior to the next tax payment due date, this screen is updated. Entering a close date for the tax record halts the payment of taxes on a sold property.

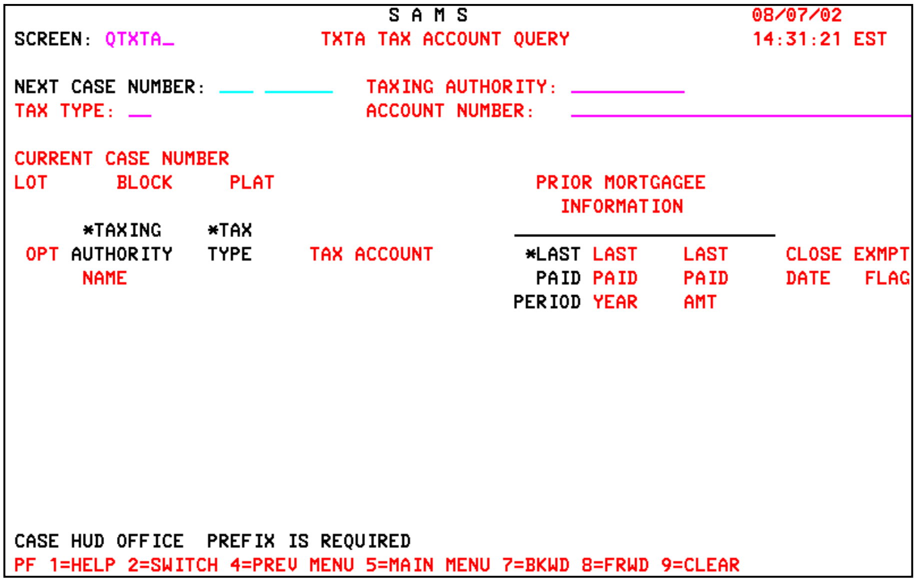
Caution

The Tax Authority NAID **must** be created prior to establishing the initial tax account for a new case on the Tax Account (TXTA) Data screen and creating a tax transmittal. Refer to Chapter 2 – Global Definitions for instructions regarding establishing a Tax Authority NAID.

Before You Begin

Gather this information before using the Tax Account (TXTA) screen:

- Form 27011 Part A or legal description
- Tax account number and tax type
- Tax authority (NAID)
- Case number



```
                                   S A M S                              08/07/02
SCREEN: QTXTA_              TXTA TAX ACCOUNT QUERY                      14:31:21 EST

NEXT CASE NUMBER: ___ ______    TAXING AUTHORITY: __________
TAX TYPE: __                    ACCOUNT NUMBER:   ______________________________

CURRENT CASE NUMBER
LOT      BLOCK     PLAT                       PRIOR MORTGAGEE
                                                INFORMATION
      *TAXING    *TAX                       _______________________
 OPT AUTHORITY   TYPE     TAX ACCOUNT        *LAST LAST    LAST     CLOSE EXMPT
      NAME                                    PAID PAID    PAID     DATE   FLAG
                                            PERIOD YEAR    AMT








CASE HUD OFFICE  PREFIX IS REQUIRED
PF 1=HELP 2=SWITCH 4=PREV MENU 5=MAIN MENU 7=BKWD 8=FRWD 9=CLEAR
```

Figure 4-11 Tax Account (QTXTA) Query Screen

Data Screen Options

On the Tax Account (TXTA) screen:

- To **locate** (**query**) tax account information, enter *QTXTA* in the Screen field and press the <**F2**> key.
- To **add/modify/delete** (**summary** mode) tax account information, enter *STXTA* in the Screen field and press the <**F2**> key.

Procedure Table

Follow the instructions in Table 4-4 Tax Account (TXTA) Procedure Table to add, modify, or delete a tax account associated with a particular case or HUD property:

Table 4-4 Tax Account (TXTA) Procedure Table

DATA FIELD	VALID ENTRIES	DESCRIPTION
Next Case Number	9 numeric characters	**[REQUIRED]** Enter the case number from the **SAMS 27011** form. **Note**: *The case must be in active status to add a tax account.*
Taxing Authority	10 alphanumeric characters	Enter the taxing authority NAID to search for specific information.
Tax Type	2 alphanumeric characters	Enter the tax type to search for specific information.
Account Number	30 alphanumeric characters	Enter the account number to search for specific information.
Press the <**F2**> *key.* **Result**: *The system retrieves and displays the available values for the fields identified here.*		
Current Case Number	9 numeric characters	System-generated based on the case number entered in the Next Case Number field.
Lot	N/A	System-generated based on the case number entered in the Next Case Number field.
Block	N/A	System-generated based on the case number entered in the Next Case Number field.
Plat	N/A	System-generated based on the case number entered in the Next Case Number field.
Opt	1 alphabetic character **A** = Add **M** = Modify **D** = Delete **X** = TXTC screen	**[REQUIRED]** Enter the code for the desired option code. ***Note**: Entering an* X *in this field in the* **locate** (**query**) *mode accesses the Tax Account Change (TXTC) screen.*
*Taxing Authority Name	10 alphanumeric characters	**[REQUIRED]** Enter the taxing authority NAID or enter *?* and press the <**ENTER**> key for the Lookup screen.
		System-generated; when the screen is committed.
*Tax Type	2 alphanumeric characters	**[REQUIRED]** Enter the tax type or enter *?* and press the <**ENTER**> key for the Lookup screen.
Tax Account	30 alphanumeric characters	**[REQUIRED]** Enter the tax account number.

Table 4-4 Tax Account (TXTA) Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
PRIOR MORTGAGE INFORMATION		
*Last Paid Period	2 numeric characters	Enter the last paid period for the tax type or enter *?* and press the <**ENTER**> key for the Lookup screen. Refer to the **SAMS 27011** form for the prior mortgagee's tax information. ***Note***: *If a tax line already exists, an error message displays on the Tax Bills Summary (STXBL) screen when an attempt is made to add a tax bill. Review the Last Paid Period and Last Paid Year fields under Prior Mortgage Information on the Tax Account (QTXTA) screen to determine whether or not the mortgagee has already paid the tax bill.*
Last Paid Year	2 numeric characters	Enter the last paid year (refer to the **SAMS 27011** form for the prior mortgagee's tax information). ***Note***: *For initial data entry, this is **not** a [**REQUIRED**] field. However, this data field **must** be completed to prevent duplication of payments by both HUD and the mortgagee.*
Last Paid Amt	9 numeric characters	Enter the last paid amount (refer to the **SAMS 27011** form for the prior mortgagee's tax information).
Close Date	8 alphanumeric characters	Enter the date the account was closed. The date must be less than or equal to the present date. ***Note***: *To re-open this transmittal, remove the entry in this field.*
Exmpt Flag	1 alphabetic character Y = Yes N = No	Enter *Y* to exempt the tax account. Enter *N* or leave blank to not-exempt an account.
To commit the addition, modification, or deletion of a tax account for a case or HUD property, press the <**ENTER**> *key.* **Result**: *The system displays the appropriate error messages or a successful completion message. If an error message displays, make the necessary corrections and press the* <***ENTER***> *key again to clear the error message. Press the* <***ENTER***> *key again to clear this message before attempting to:* • *add another tax account for a property* • *update or correct information for an existing tax account* • *delete an invalid tax account for a property* • *enter a different case number for another property that requires another tax account or correction* • *exit this screen*		

Tax Transmittal (TXTR) Data Screen

The Tax Transmittal (TXTR) data screen, illustrated in Figure 4-12, allows authorized HOC Area (M&M) staff to create a transmittal that may contain up to fifty (50) tax bills for payment from one tax authority, type, period, and year.

Caution

The Tax Authority NAID **must** be created prior to establishing the initial tax account for a new case on the Tax Account (TXTA) Data screen and creating a tax transmittal.

After completing and committing the screen, if no error messages display, the system automatically assigns a unique tax transmittal number and displays a successful completion message. The user can add tax bills to this transmittal by entering an *X* after the <ins>GOTO Tax Bills</ins> field and pressing the <**ENTER**> key to access the Tax Bills Summary (TXBL) screen.

The Tax Transmittal (TXTR) screen allows authorized personnel to create, modify, and delete tax transmittals; and review or certify tax payments.

Note

The GOTO Tax Bills router is the **only proper way** to access the functionality of the Tax Bills (TXBL) screen when initially adding tax bills to a tax transmittal.

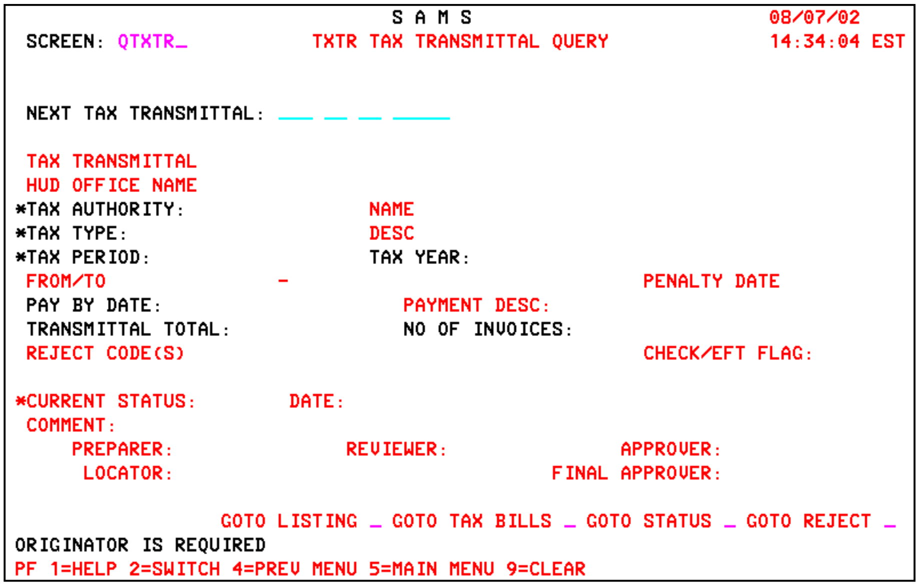
Before You Begin

Gather this information before using the Tax Transmittal screen, illustrated in Figure 4-12:

- Tax bills (one bill for each case number and its account number)
- Tax authority NAID (including the tax type, period, and year to be paid)

Note

A tax transmittal cannot be created for a deactivated taxing authority NAID.



```
                                 S A M S                          08/07/02
 SCREEN: QTXTR_           TXTR TAX TRANSMITTAL QUERY              14:34:04 EST


 NEXT TAX TRANSMITTAL: ___ __ __ _____

 TAX TRANSMITTAL
 HUD OFFICE NAME
*TAX AUTHORITY:               NAME
*TAX TYPE:                    DESC
*TAX PERIOD:                  TAX YEAR:
 FROM/TO              -                                PENALTY DATE
 PAY BY DATE:                    PAYMENT DESC:
 TRANSMITTAL TOTAL:              NO OF INVOICES:
 REJECT CODE(S)                                        CHECK/EFT FLAG:

*CURRENT STATUS:        DATE:
 COMMENT:
     PREPARER:               REVIEWER:               APPROVER:
      LOCATOR:                                 FINAL APPROVER:

                  GOTO LISTING _ GOTO TAX BILLS _ GOTO STATUS _ GOTO REJECT _
ORIGINATOR IS REQUIRED
PF 1=HELP 2=SWITCH 4=PREV MENU 5=MAIN MENU 9=CLEAR
```

Figure 4-12 Tax Transmittal (QTXTR) Query Screen

Data Screen Options

On the Tax Transmittal (TXTR) screen:

- To ***locate*** (***query***) a tax transmittal, enter *QTXTR* in the Screen field and press the <**F2**> key.
- To ***add*** a tax transmittal, enter *ATXTR* in the Screen field and press the <**F2**> key.
- To ***modify*** a tax transmittal, enter *MTXTR* in the Screen field and press the <**F2**> key.
- To ***review*** (***reject***) a tax transmittal, GTM users enter *RTXTR* in the Screen field and press the <**F2**> key.
- To ***certify*** (***reject***) a tax transmittal, GTR users enter *CTXTR* in the Screen field and press the <**F2**> key.
- To ***approve*** a tax transmittal for payment, Disbursement Service Center staff enter *PTXTR* in the Screen field and press the <**F2**> key.

Note

In **modify** mode the system:

- **Will not allow** the NAID, tax type, and period to be changed for a tax transmittal **with attached bills**.
- **Will allow** the tax type, period, year, and pay-by-date to be changed for a tax transmittal **without attached bills**.

Procedure Table Follow the instructions in Table 4-5 Tax Transmittal (TXTR) Procedure Table to add, modify, or delete a tax transmittal:

Table 4-5 Tax Transmittal (TXTR) Procedure Table

DATA FIELD	VALID ENTRIES	DESCRIPTION
Next Tax Transmittal	12 alphanumeric characters	**[REQUIRED]** In the ***modify***, ***locate (query)***, ***review***, ***certify*** and ***approve to pay*** modes. In the ***add*** mode, the cursor moves to the Tax Authority field and the transmittal number is generated automatically.
In the ***modify***, ***locate (query)***, ***review***, ***certify,*** and ***approve to pay*** modes, p*ress the* <**F2**> *key*. **Result**: *The system retrieves and displays the available values for the fields identified here.*		
Tax Transmittal	N/A	System-generated; based on the record selected in the Next Tax Transmittal field in the **locate** (**query**), **modify**, **review**, **certify**, and **approve** for payment modes. In the ***add*** mode, this field is generated automatically by the system when the screen is committed.
HUD Office Name	N/A	System-generated; based on the HUD office originating the addition of the tax transmittal.
*Tax Authority	10 alphanumeric characters	**[REQUIRED]** in the ***add*** mode. Enter the tax authority NAID or enter *?* and press the <**ENTER**> key for the Lookup screen. On the Lookup screen, a list of valid tax authority/tax type/tax period combinations displays, along with the from/to date and penalty date instead of a list of tax authorities only. Only active NAIDs will be accepted in this field. **Note**: *Once a transmittal is created, the Tax Authority NAID* ***cannot*** *be modified.*
	N/A	System-generated; in the ***locate*** (***query***), ***modify***, ***review***, ***certify***, and ***approve*** for payment modes based on the record selected in the Next Transmittal field.
Name	N/A	System-generated; when the screen is committed in the ***add*** mode or based on the record selected in the Next Tax Transmittal field for ***all other*** modes.

Table 4-5 Tax Transmittal (TXTR) Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
*Tax Type	2 alphanumeric characters	**[REQUIRED]** in the ***add*** mode. Enter the tax type from the tax bill or enter *?* and press the <**ENTER**> key for the Lookup screen. The Lookup screen is the same one that can be accessed from the Tax Authority field. The Lookup screen displays a list of valid tax authority, tax type, and tax period combinations along with the from/to date and penalty date instead of a list of tax authorities only.
		System-generated; if the Lookup option is used on the Tax Authority field. System-generated; in the ***locate*** (***query***), ***modify***, ***review***, ***certify***, and ***approve*** for payment modes based on the record selected in the Next Transmittal field. ***Note***: *The entry in this field may be modified in the **modify** mode.*
Desc	N/A	System-generated; description of the tax type when the screen is committed in the ***add*** mode or based on the record selected in the Next Transmittal field for ***all other*** modes.
*Tax Period	2 alphanumeric characters	**[REQUIRED]** in the ***add*** mode. Enter the Tax Period code from the tax bill or enter *?* and press the <**ENTER**> key for the Lookup screen. The Lookup screen is the same one that can be accessed from the Tax Authority field. The Lookup screen displays a list of valid tax authority, tax type, and tax period combinations along with the from/to date and penalty date instead of a list of tax authorities only. ***Using the Optional Period (OP)*** Optional periods are used to pay special assessments for tax periods that have already been paid. To use the optional period: • Enter *OP* (Optional Period) in this field • Complete the rest of the screen. • Press the <**ENTER**> key. • The system prompts for the FROM/TO field entries. • Enter the dates. • Press the <**ENTER**> key to commit this screen..
		System-generated; if the Lookup option is used on the Tax Authority field or based on the record selected in the Next Tax Transmittal field

Table 4-5 Tax Transmittal (TXTR) Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
Tax Year	2 numeric characters Format: **mm/dd/yyyy**	**[REQUIRED]** in the ***add*** mode. Enter the last two digits of the Tax Year for this transmittal.
		System-generated; in the ***locate*** (***query***), ***modify***, ***review***, ***certify***, and ***approve*** for payment modes based on the record selected in the Next Tax Transmittal field. ***Note***: *This field can be changed in the **modify** mode.*
From / To	6 characters Format: **mm/dd/yyyy**	Enter the date range (from date to date) if the Tax Period field entry is *OP* (Optional Period).
		System-generated; based on the entry in the Tax Period field except in the ***add*** mode.
Penalty Date	N/A	System-generated; based on the entry in the Tax Period field. ***Note***: *In the* **add** *mode this field is system-generated when the screen is committed, based on the entry in the Tax Period field.*
Pay By Date	6 characters format: **mm/dd/yyyy**	**[REQUIRED]** in the ***add*** mode. Enter the date by which the tax must be paid. This date must be equal to or greater than the current system date. **Note**: *It is HUD policy that the Pay By Date field equal the Penalty Date field. The system issues a check ten (10) days prior to the date entered in this field.*
		System-generated; based on the record selected in the Next Tax Transmittal field**.**
Payment Desc	20 alphanumeric characters	Enter a free-form payment description (optional). Use this field to describe additional tax assessments over and above the regular tax assessment (in ***add*** mode) or to explain why a penalty is due.
Transmittal Total	N/A	System-generated. The system calculates the entry in this field based on the bills entered on the Tax Bills Summary (TXBL) screen (described in **Tax Bills Summary (TXBL) Data Screen**). **Note**: *This field only recalculates if this screen is accessed in **modify** mode after adding, modifying, or deleting tax bills on the TXBL screen.*

Table 4-5 Tax Transmittal (TXTR) Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
No of Invoices	N/A	System-generated. The system calculates the entry in this field based on the number of bills entered on the Tax Bills Summary (TXBL) screen. **Note**: *This field only recalculates if this screen is accessed in **modify** mode after adding, modifying, or deleting tax bills on the TXBL screen.*
Reject Code(s)	2 alphanumeric characters	This field remains blank, unless the transmittal status is changed to *RJ* (rejected). If the transmittal is in *RJ* (rejected) status, this field displays the reject reason code entered on the Rejected Invoice Transmittal (APRT) data screen. (Refer to Rejected Invoice Transmittal Summary (APRT) Data Screen for details.)
Check/EFT Flag	N/A	System-generated. The default value for this field is: • *C* for Check Payment unless there is active ABA Bank information in SAMS for the payee • *E* for Electronic Funds Transfer Payment if there is active ABA Bank information in SAMS for the payee.
*Current Status		System-generated; status based on the record selected in the Next Tax Transmittal field in the ***locate*** (***query***), ***modify***, ***review***, ***certify***, and ***approve*** modes. The system displays *OP* (open/in progress) in this field when the transmittal is created (***add*** mode). Enter the current status or enter*?* and press the <**ENTER**> key for the Lookup screen. . In the ***modify*** mode (MAPTR), authorized **HOC Area (M&M) staff** may enter: • *RA* (ready for approval) for a transmittal in *OP* (open) status after adding invoices • *CA* (canceled), if the transmittal has not yet reached AP (approved to be paid) status

Table 4-5 Tax Transmittal (TXTR) Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
*Current Status (*continued*)		**Note**: *Any bills associated with this transmittal are removed from the transmittal when the transmittal is placed in CA (canceled) status*. Bills from a canceled transmittal may be added to a new transmittal. • *OP* (open) to reopen a transmittal in *RJ* (rejected) status to allow corrections In ***review*** mode (RTXTR), the **GTM** may enter: • *PA* (preliminary acceptance) to promote the transmittal from RA (ready for approval) status • *RJ* (reject) to signal a transmittal's return to the HOC Area for corrections In ***certify*** mode (CTXTR), the **GTR** may enter: • *AU* (authorized) to prompt the transmittal from *PA* (preliminary acceptance) status • *RJ* (reject) to signal a transmittal's return to the HOC Area for corrections In ***approve to pay*** mode (PTXTR), authorized **service contractor staff** may enter: • *AP* (approved to be paid) to promote a transmittal from *AU* (authorized) • *RJ* (reject) a transmittal and signal its return to the HOC Area for correction ***Note***: *Reserved transmittal codes that **may not** be entered or selected are DB (Disbursement Requested), PD (Check Issued), EF (EFT payment complete), or CC (Check Cleared). These codes are reserved and are populated by the SAMS system.* ***Caution***: *Reserved transmittal status codes that **may not** be entered or selected are DB (Disbursement Requested), PD (Check Issued), EF (EFT payment complete) and CC (Check Cleared). These codes are reserved and are populated by the SAMS system.*

Table 4-5 Tax Transmittal (TXTR) Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
Date	N/A	System-generated; based on the date this transmittal was moved into its current status.
Comment	50 alphanumeric characters	This field defaults to *OP* (open/in progress status) when the transmittal is created.
Preparer	N/A	System-generated; based on the Logon of the person adding the tax transmittal. This field is protected, even if a subsequent user makes modifications.
Reviewer	N/A	System-generated; based on the Logon ID of the person reviewing the tax transmittal. ***Note***: *Used in the R **(review)** mode only by the GTM.*
Approver	N/A	System-generated; based on the Logon ID of the person approving the tax transmittal. ***Note***: *Used in the C **(approval)** mode only by the GTR.*
Locator	8 alphabetic characters	When the transmittal status is changed to *AP*, (approved to be paid) the Disbursement Service Center enters the locator ID in this field.
Final Approver		System-generated; based on the Logon ID of the person indicating the final approval of the transmittal. **Note**: Used in *P* (**post**) mode only by the ACO.
GOTO Listing	1 alphabetic character X	Enter *X* and press the <**ENTER**> key to display the ***locate*** (***query***) mode of the Tax Transmittal (TXTL) screen. **Caution**: *This action should be taken only after a successful completion message has been received for any data entered on this screen.* **Note**: *Only one GOTO option can be selected at a time. If an X is entered in the GOTO Tax Bills , GOTO Status, or GOTO Reject field, this field must be blank.*

Table 4-5 Tax Transmittal (TXTR) Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
GOTO Tax Bills	1 alphabetic character X	Enter *X* and press the <**ENTER**> key: • In the ***locate*** (***query***) or ***approve for pay*** modes, the system automatically displays the query mode of the Tax Bills Summary (QTXBL) screen. • In the ***add*** and ***modify*** modes, the system automatically displays the ***summary*** mode of the Tax Bills Summary (STXBL) screen. • In the ***review*** mode, the system automatically displays the ***review*** mode of the Tax Bills Summary (RTXBL) screen. • In the ***certify*** mode, the system automatically displays the ***certify*** mode of the Tax Bills Summary (CTXBL) screen. This router must be used to initially add tax bills to this transmittal on the TXBL screen. After the first bill has been added to this transmittal, the menu or the process ID may be used to access the Tax Bills Summary (TXBL) screen. ***Note**: If this GOTO router is used when the status is other than OP (open/in progress), then the bill information can only be viewed; no modification is allowed.* **Caution**: *This action should be taken only after a successful completion message has been received for data entered on this screen.* **Note***: Only one GOTO option can be selected at a time. If an* X *is entered in the GOTO Listing , GOTO Status, or GOTO Reject field, this field must be blank.*
GOTO Status	1 alphabetic character **X**=APTS screen	Enter *X* and press the <**ENTER**> key to display the Transmittal Status (QAPTS) screen. .This screen displays every status a transmittal has passed through starting with the most recent. **Caution**: *This action should be taken only after receiving a successful completion message for any data entered on this screen.* **Note***: Only one GOTO option can be selected at a time. If an* X *is entered in the GOTO Tax Bills , GOTO Listing, or GOTO Reject field, this field must be blank.*

Table 4-5 Tax Transmittal (TXTR) Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
GOTO Reject	1 alphabetic character **X**=APRT screen	Enter *X* and press the <**ENTER**> key to access the query mode of the Rejected Invoice Transmittal Summary (QAPRT) screen. This screen displays the reject code(s) for a transmittal in *RJ* status. **Caution**: *This action should be taken only after a successful completion message has been received for any data entered on this screen.* **Note**: *Only one GOTO option can be selected at a time. If an X is entered in the GOTO Tax Bills , GOTO Status, or GOTO Listing field, this field must be blank.*

*To commit addition of a new tax transmittal or the modification or deletion of an existing tax transmittal, press the <***ENTER***> key.*

Result: *The system displays an error message or the successful completion message with the unique system-generated tax transmittal number assigned. Press the <***ENTER***> key again to clear the messages before attempting to:*

- *add another tax transmittal*
- *modify or delete an existing tax transmittal*
- *add a tax bill to the transmittal currently displayed*
- *exit this screen*

*Once a transmittal number is generated, enter X in the GOTO Tax Bills field and press the <***ENTER***> key to add bills to this transmittal.*

Note: *If an error message displays, make the necessary corrections and press the <***ENTER***> key again to clear the error message.*

Tax Bills Summary (TXBL) Data Screen

The Tax Bills Summary (TXBL) data screen, illustrated in Figure 4-13, allows authorized HOC Area (M&M) staff to add new, modify (i.e., correct) or delete existing tax bills, and review or certify tax bill payments. The purpose of the screen is to request a payment for a tax account that has been previously established in the system.

Only one tax authority, tax type, tax period, tax year can be processed for each tax bill. Pressing the <**ENTER**> key to commit this record, clears the screen to allow another bill to be added to the transmittal. The GOTO Trans or GOTO Change Account routers may be used without processing this screen.

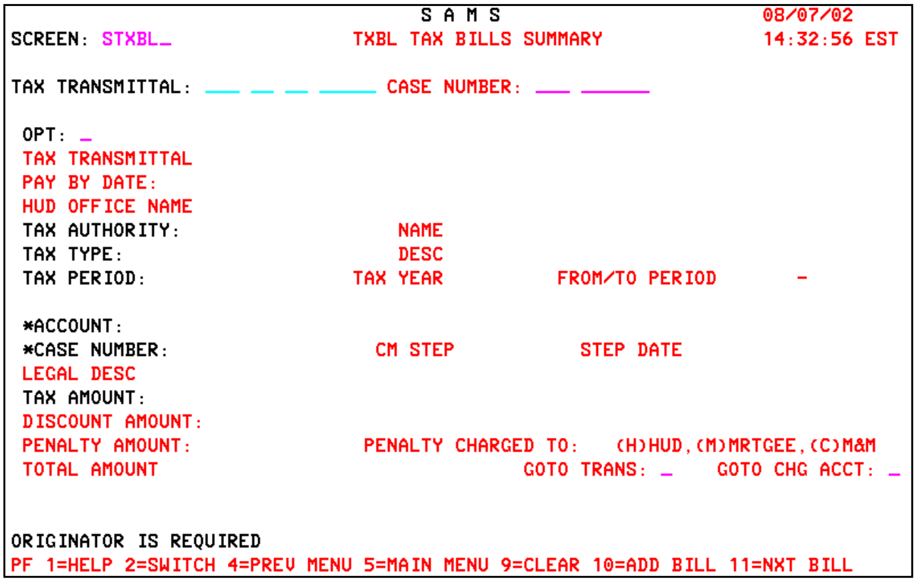
Caution

When initially adding bills, this screen should **not** be accessed from the menu or by typing the screen ID using the expert mode. The proper way to initially add bills to a transmittal is by using the GOTO Tax Bills router at the bottom of the Tax Transmittal (TXTR) screen. (Refer to Tax Transmittal (TXTR) Data Screen for details.)

Before You Begin

Gather this information before using the Tax Bills Summary (TXBL) screen:

- Tax bill
- Tax account number and its corresponding case number



```
                                   S A M S                          08/07/02
SCREEN: STXBL_                TXBL TAX BILLS SUMMARY                14:32:56 EST

TAX TRANSMITTAL: ___ __ __ _____ CASE NUMBER: ___ ______

 OPT: _
 TAX TRANSMITTAL
 PAY BY DATE:
 HUD OFFICE NAME
 TAX AUTHORITY:                   NAME
 TAX TYPE:                        DESC
 TAX PERIOD:                  TAX YEAR         FROM/TO PERIOD       -

 *ACCOUNT:
 *CASE NUMBER:                  CM STEP            STEP DATE
 LEGAL DESC
 TAX AMOUNT:
 DISCOUNT AMOUNT:
 PENALTY AMOUNT:               PENALTY CHARGED TO:   (H)HUD,(M)MRTGEE,(C)M&M
 TOTAL AMOUNT                                GOTO TRANS: _    GOTO CHG ACCT: _


ORIGINATOR IS REQUIRED
PF 1=HELP 2=SWITCH 4=PREV MENU 5=MAIN MENU 9=CLEAR 10=ADD BILL 11=NXT BILL
```

Figure 4-13 Tax Bills Summary (STXBL) Screen

Data Screen Options

On the Tax Bills Summary (TXBL) screen:

- To **add** bills to a transmittal that **has no attached bills**, retrieve the transmittal in the modify mode (MTXTR) of the Tax Transmittal (TXTR) screen and enter an X in the GOTO Tax Bills field to access this screen in the summary mode (STXBL).
- To ***add***, ***modify***, or ***delete*** tax bills for a transmittal that **has attached bills**, enter *STXBL* in the Screen field and press the <**F2**> key.
- To ***locate*** (***query***) tax bills, enter *QTXBL* in the Screen field and press the <**F2**> key.
- To ***review*** (***reject***) a tax bill transmittal, GTM users retrieve the transmittal in the review mode (RTXTR) of the Tax Transmittal (TXTR) screen and enter an *X* in the GOTO Tax Bills field to access this screen in the review mode (RTXBL)
- To ***certify*** (***reject***) a tax transmittal, GTR users retrieve the transmittal in the certify mode (CTXTR) of the Tax Transmittal (TXTR) screen and enter an *X* in the GOTO Tax Bills field to access this screen in the certify mode (CTXBL)

This screen can be accessed directly to add more bills to a previously created transmittal that already **has attached bills**:

1. Enter *STXBL* in the Screen field on any screen.
2. Press the <**F2**> key.
3. Enter the transmittal number in the key field
4. Press the <**F2**> key again.
5. Press the <**F10**> key to bring up a blank screen.

Procedure Table

Follow the instructions in Table 4-6 Tax Bills Summary (TXBL) Procedure Table to add a new bill and modify or delete an existing tax bill:

Table 4-6 Tax Bills Summary (TXBL) Procedure Table

DATA FIELD	VALID ENTRIES	DESCRIPTION
Tax Transmittal	12 alphanumeric characters	To locate the tax transmittal, enter the transmittal number in this field.
		System-generated; if this screen was accessed from the Tax Transmittal (TXTR) screen.
Case Number	9 numeric characters	To search for a specific existing bill in ***modify*** or ***locate*** (***query***) mode, enter the case number in this field.
*Press the <**F2**> key.* **Result**: *The system retrieves and displays the available values for the fields identified here.* ***Caution*** *This screen should **not** be accessed directly unless tax bills are already associated with the transmittal.*		

Table 4-6 Tax Bills Summary (TXBL) Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
Opt	1 alphabetic character **A** = Add **M** =Modify **D** =Delete	**[REQUIRED]** Enter the option desired.
Tax Transmittal	12 alphanumeric characters	System-generated; based on the transmittal number entered in the Tax Transmittal field above or carried over from the Tax Transmittal (TXTR) screen.
Pay By Date	N/A	System-generated, based on the entry in the Tax Transmittal field.
HUD Office Name	N/A	System-generated, based on the entry in the Tax Transmittal field.
Tax Authority	N/A	System-generated, based on the entry in the Tax Transmittal field.
Name	N/A	System-generated, based on the entry in the Tax Authority field.
Tax Type	N/A	System-generated; based on the entry in the Tax Authority field..
Desc	N/A	System-generated; based on the entry in the Tax Type field..
Tax Period	N/A	System-generated; based on the entry in the Tax Authority field.
Tax Year	2 numeric characters	System-generated; based on the tax transmittal selected based on the entry in the Tax Transmittal field or when accessing this screen from the Tax Transmittal (TXTR) screen. ***Note**: A message displays when this screen is accessed in the summary, review, or certify (STXBL, RTXBL, CTXBL) modes if the entry in the Last Year Paid and the Tax Year fields is the same.*
From / To Period	8 alphanumeric characters	System-generated; based on the tax transmittal selected.
*Account	30 alphanumeric characters	**[REQUIRED]** In the ***add*** mode. Enter the tax account number based on the tax bill or enter *?* and press the <**ENTER**> key for the Lookup screen.
		System-generated; in all other modes based on the tax transmittal record selected**.**
*Case Number	9 numeric characters	**[REQUIRED]** In the ***add*** mode, enter the case number for this particular bill or enter *?* and press the <**ENTER**> key for the Lookup screen.
		System-generated; in all other modes based on the tax transmittal record selected**.**
CM Step	N/A	System-generated; based on the current status of the case.
Step Date	N/A	System-generated; based on the current step of the case. This field reflects the date that the case entered the step noted in the CM Step field.

Table 4-6 Tax Bills Summary (TXBL) Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
Legal Desc	N/A	System-generated; based on the entry from the Case Definition (CMC1) screen, illustrated and described under **Case Definition (CMC1) Screen** in **Chapter 3 – Case Management**..
Tax Amount	8 numeric characters	**[REQUIRED]** In the ***add*** mode. Enter the tax amount to be paid from the tax bill.
		System-generated; in all other modes based on the tax transmittal record selected**.**
Discount Amount	8 numeric characters	If the bill is being paid early and if a discount applies, enter the discount amount in this field (no negative sign need proceed the amount). Leave the field blank if no discount applies.
Penalty Amount	8 numeric characters (with decimals)	If the bill is being paid late, enter the penalty amount in this field. **Note***:* *Information* ***cannot*** *be entered in both the Discount Amount and the Penalty Amount fields. If information is entered for the Penalty Amount field:* • *the Penalty Charged To field must be completed* • *the Discount Amount field must be blank*
Penalty Charged To	1 alphabetic character **H** = HUD **M** = Mortgagee **P** = Property Manager **C**=M&M	[**REQUIRED**] if the Penalty Amount field has an entry. Enter the code for the party responsible for paying the tax penalty. Leave this field blank if no penalty applies.
Total Amount	N/A	System-generated; when the screen is committed. This field reflects the tax amount less any discount amount plus any penalty amount. ***Note****:* *The tax amount can never show an entry in both the Discount Amount and Penalty Amount fields.*
GOTO Trans	1 alphabetic character **X**=TXTR screen	Enter *X* and press the <**ENTER**> key to access the Tax Transmittal (TXTR) screen in ***modify*** or ***locate*** (***query***) mode. **Caution**: *This action should be taken only after a successful completion message has been received for any data entered on this Screen.* **Note***:* *Only one GOTO option can be selected at a time. If an X is entered in the GOTO Chg Acct, this field must be blank.*

Table 4-6 Tax Bills Summary (TXBL) Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
GOTO Chg Acct	1 alphabetic character **X**=TXTC	Enter *X* and press the <**ENTER**> key to access the Tax Account Change (TXTC) screen in ***modify*** or ***locate*** (***query***) mode. **Caution**: *This action should be taken only after a successful completion message has been received for any data entered on this screen.* **Note***:* *Only one GOTO option can be selected at a time. If an X is entered in the GOTO Trans, this field must be blank.*

To commit the addition of a new tax bill or the modification or deletion of an existing tax bill, press the <**ENTER**> key. *In the **summary** (S),* ***review*** (*R*) and ***certify*** (*C*) *modes, the updates applied message displays. Press the <**ENTER**> key to complete the transaction.*

Result: *The system displays an error message or the successful completion message. Press the <**ENTER**> key again to clear the message before attempting to:*

- *add another tax bill*
- *modify or delete an existing tax bill*
- *entering an* X *after a GOTO router on the screen*
- *exit this screen*

Note: *If a tax line already exists error message displays after pressing the <**ENTER**> key, the system is indicating that the tax bill is attached to another transmittal or was identified on the Tax Account Summary (TXTA) screen as already being paid by the mortgagee. To locate the bill in the system, retrieve the Tax History Report (TXHISD01) for the case number or retrieve the Tax Transmittal Report (TXTBSD02) for the tax account number. (Refer to* **Chapter 11 – SAMS Reports** *for instructions on generating, viewing, and printing SAMS standard reports.)*

To add another tax bill to the same transmittal, press *the <***F11***> key.*

Result*:* *The system displays a blank Tax Bill (STXBL) screen to add another tax bill to the same transmittal.*

To confirm that all of the desired tax bills have been added to a transmittal, enter QTXTL after the Screen field at the top, left-most corner of the Tax Bills Summary (STXBL) Screen.

Result*:* *The system displays the Tax Transmittal (QTXTL) screen which shows summary information about a tax transmittal and the tax bills associated with it.*

After entering the desired tax bills, use the GOTO Trans router at the bottom of the Tax Bills Summary (STXBL) screen to return to the Tax Transmittal (TXTR) screen.

Tax Account Change (TXTC) Data Screen

The Tax Account Correction (TXTC) data screen, illustrated in Figure 4-14, allows authorized HOC Area (M&M) office staff to modify the tax account number that was entered on the Tax Account (TXTA) screen.

Caution

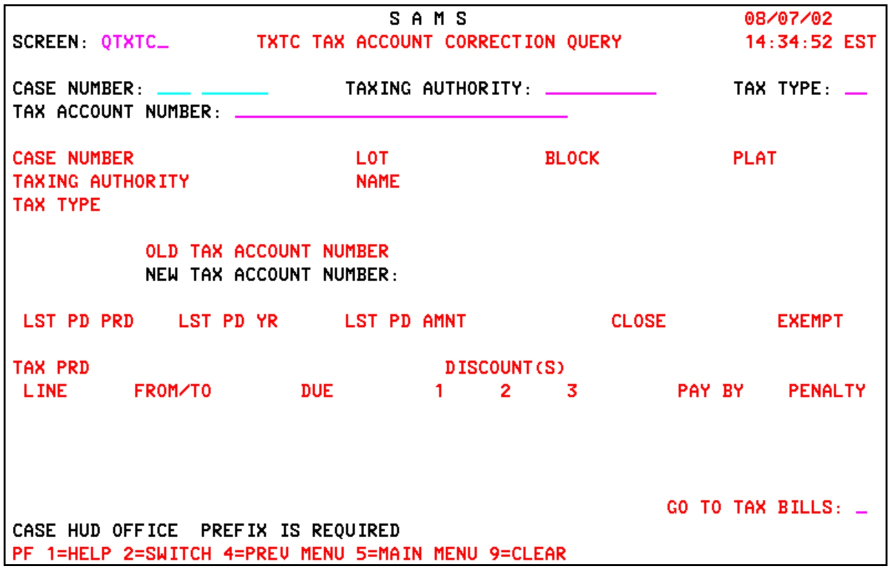
This screen is used **only** for changing the tax account number.

Most of the data fields on this screen are system-generated when this screen is accessed from the Tax Bills (TXBL) screen or the Tax Account (TXTA) screen. When entering the new account number, the system takes all the information associated with the old account number and transfers it to the new one. Also, the old account number is closed so that it cannot inadvertently be used again.

Before You Begin

Gather this information before using the Tax Account Change (TXTC) screen:

- The Tax History Report (TXHISD01) must be run before data entry can begin. Refer to **Chapter 11 - SAMS Reports** for information on generating, viewing, and printing SAMS standard reports.



```
                                 S A M S                            08/07/02
SCREEN: QTXTC_        TXTC TAX ACCOUNT CORRECTION QUERY             14:34:52 EST

CASE NUMBER: ___ ______          TAXING AUTHORITY: __________        TAX TYPE: __
TAX ACCOUNT NUMBER: ______________________________

CASE NUMBER                    LOT              BLOCK            PLAT
TAXING AUTHORITY               NAME
TAX TYPE

            OLD TAX ACCOUNT NUMBER
            NEW TAX ACCOUNT NUMBER:

 LST PD PRD    LST PD YR      LST PD AMNT              CLOSE          EXEMPT

TAX PRD                                DISCOUNT(S)
 LINE      FROM/TO        DUE          1     2     3         PAY BY     PENALTY




                                                           GO TO TAX BILLS: _
CASE HUD OFFICE  PREFIX IS REQUIRED
PF 1=HELP 2=SWITCH 4=PREV MENU 5=MAIN MENU 9=CLEAR
```

Figure 4-14 Tax Account Correction (QTXTC) Query Screen

Data Screen Options

On the Tax Account Correction (TXTC) screen:

- To ***locate*** (***query***) a tax account number, enter *QTXTC* in the Screen field and press the <**F2**> key.
- To ***modify*** a tax account number, enter *MTXTC* in the Screen field and press the <**F2**> key.

Procedure Table

Follow the instructions in Table 4-7 Tax Account (TXTC) Procedure Table to ***locate*** (***query***) or ***modify*** a tax account number:

Table 4-7 Tax Account (TXTC) Procedure Table

DATA FIELD	VALID ENTRIES	DESCRIPTION
Case Number	9 numeric characters	**[REQUIRED]** Enter the case number of the tax account being changed.
		System-generated; when this screen is accessed from the Tax Bills Summary (TXBL) screen.
Taxing Authority	10 alphanumeric characters	**[REQUIRED]** Enter the Taxing Authority of the tax account being changed.
		System-generated; when this screen is accessed from the Tax Bills Summary (TXBL) screen.
Tax Type	2 alphabetic characters	**[REQUIRED]** Enter the Tax Type of the tax account being changed.
		System-generated; when this screen is accessed from the Tax Bills Summary (TXBL) screen.
Tax Account Number	30 alphanumeric characters	**[REQUIRED]** Enter the Old Tax Account Number that is to be changed.
		System-generated; when this screen is accessed from the Tax Bills Summary (TXBL) screen.
If this screen is ***not*** *accessed directly from the Tax Bills Summary (TXBL) screen, press the* <**F2**> *key.* Result: *The available values for the fields identified below will be retrieved and displayed.*		
Case Number	N/A	System-generated; based on the entry in the Case Number field.
Lot	N/A	System-generated; based on the entry in the Case Number field.
Block	N/A	System-generated; based on the entry in the Case Number field.
Plat	N/A	System-generated; based on the entry in the Case Number field.
Taxing Authority	N/A	System-generated; based on the entry in the Taxing Authority field.
Name	N/A	System-generated; based on the entry in the Taxing Authority field.
Tax Type	N/A	System-generated; based on the entry in the Tax Type field.
Old Tax Account Number	N/A	System-generated; based on the entry in the Tax Account Number field. This field displays the new tax account number when the change is made and the screen is committed.

Table 4-7 Tax Account (TXTC) Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
New Tax Account Number	30 alphanumeric characters	Enter the new or correct tax account number.
Lst Pd Prd	N/A	System-generated based on the entry in the Tax Account Number field.
Lst Pd Yr	N/A	System-generated based on the entry in the Tax Account Number field.
Lst Pd Amnt	N/A	System-generated based on the entry in the Tax Account Number field.
Close	N/A	System-generated based on the entry in the Tax Account Number field.
Exempt	N/A	System-generated based on the entry in the Tax Account Number field.
Tax Prd Line	N/A	System-generated based on the entry in the Tax Account Number field.
From / To	N/A	System-generated based on the entry in the Tax Account Number field.
Due	N/A	System-generated based on the entry in the Tax Account Number field.
Discount(s) 1,2,3	N/A	System-generated based on the entry in the Tax Account Number field.
Pay By	N/A	System-generated based on the entry in the Tax Account Number field.
Penalty	N/A	System-generated based on the entry in the Tax Account Number field.
GOTO Tax Bills	1 alphabetic character **X**=TXBL screen	Enter *X* and press the <**ENTER**> key. **Result**: *The system automatically displays the **locate** (**query**) mode of the Tax Bill Summary (TXBL) screen.* **Note** *This field is not available in the **modify** mode.*

*Press the <**ENTER**> key. Be certain this account number does not already exist.*

Result: *The system displays an error message or the successful completion message (after ensuring that the accounting information previously posted to the incorrect tax account number is moved to the newly created number). If an error message displays, make the necessary corrections and press the <**ENTER**> key. Press the <**ENTER**> key again to clear this message before attempting to:*

- *change another tax account number*
- *return to the tax bills screen*
- *exit this screen*

Note: *After receiving the successful completion message, the new tax account number displays in the Old Tax Account Number field. At this point, new information may be entered on the key line to change another account number or go to another screen using normal processing.*

Tax Authority Tax Type Period Line (TXTP) Query Screen

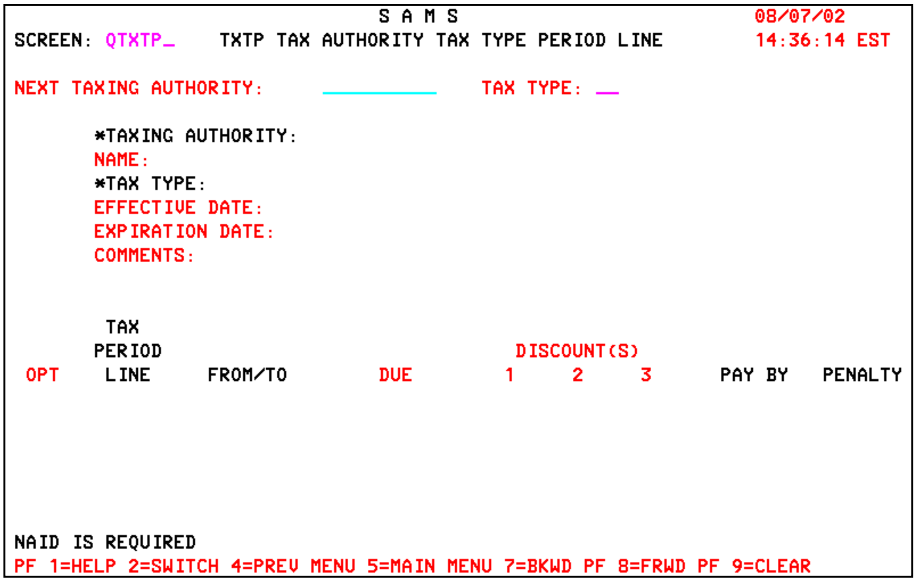
The Tax Authority Tax Type Period Line (TXTP) query screen, illustrated in Figure 4-15, is accessed in the locate (query) mode by authorized HOC Area (M&M) and authorized accounting personnel to verify tax authority profiles that are used to generate a tax NAID and to track the status of payments. The Taxing Authority field is required and the Tax Type field is used to search for specific data. The bottom-half of the screen identifies instances where there are multiple tax periods in a year for a tax authority.

This screen is accessed in the add or modify modes by authorized Disbursement Service Center personnel (described in more detail in **Chapter 2 - Global Definitions**) to establish new tax authorities, tax types, and the time frames in which tax bills must be paid.

Before You Begin

Gather this information before using the Tax Authority Tax Type Period Line (TXTP) screen:

- Taxing Authority NAID
- Tax Type



```
                                 S A M S                             08/07/02
SCREEN: QTXTP_     TXTP TAX AUTHORITY TAX TYPE PERIOD LINE           14:36:14 EST

NEXT TAXING AUTHORITY:     __________     TAX TYPE: __

       *TAXING AUTHORITY:
       NAME:
       *TAX TYPE:
       EFFECTIVE DATE:
       EXPIRATION DATE:
       COMMENTS:


        TAX
       PERIOD                                DISCOUNT(S)
 OPT    LINE     FROM/TO         DUE        1     2     3       PAY BY   PENALTY






NAID IS REQUIRED
PF 1=HELP 2=SWITCH 4=PREV MENU 5=MAIN MENU 7=BKWD PF 8=FRWD PF 9=CLEAR
```

Figure 4-15 Tax Authority Tax Type Period Line (QTXTP) Query Screen

Data Screen Options

On the Tax Authority Tax Type Period Line (TXTP) screen:

- To ***locate*** (***query***) a tax line, enter *QTXTP* in the Screen field and press the <**F2**> key.
- To ***add*** or ***modify*** tax authority information refer to the detailed instructions in **Chapter 2 – Global Definitions**.

Procedure Table Follow the instructions in Table 4-8 Tax Authority Tax Type Period Line (TXTP) Procedure Table to search for information about, or locate (query) a taxing authority/tax type:

Table 4-8 Tax Authority Tax Type Period Line (TXTP) Procedure Table

DATA FIELD	VALID ENTRIES	DESCRIPTION
Next Taxing Authority	10 alphanumeric characters	Enter the NAID for the Taxing Authority to be located (queried).
Tax Type	2 alphanumeric characters	Enter the Tax Type to be located (queried).
*Press the <**F2**> key.* Result: *The system retrieves and displays the available values for the fields identified here.*		
*Taxing Authority	N/A	System-generated based on the entry in the Next Taxing Authority field. ***Note**: For detailed instructions on adding or modifying the tax authority information, refer to **Chapter 2 – Global Definitions**.*
Name	N/A	System-generated; based on the entry in the Next Taxing Authority field.
*Tax Type	N/A	System-generated; based on the entry in the Next Taxing Authority field. ***Note**: For detailed instructions on adding or modifying the tax authority information, refer to **Chapter 2 – Global Definitions**.*
Effective Date	N/A	System-generated; based on the entry in the Next Taxing Authority field. ***Note**: For detailed instructions on adding or modifying the tax authority information, refer to **Chapter 2 – Global Definitions**.*
Expiration Date	N/A	System-generated; based on the entry in the Next Taxing Authority field.. ***Note**: For detailed instructions on adding or modifying the tax authority information, refer to **Chapter 2 – Global Definitions**.*
Comments	N/A	System-generated; based on the entry in the Next Taxing Authority field. ***Note**: For detailed instructions on adding or modifying the tax authority information, refer to **Chapter 2 – Global Definitions**.*

Table 4-8 Tax Authority Tax Type Period Line (TXTP) Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
Opt	N/A	This field not used in ***locate*** (***query***) mode. ***Note***: *For detailed instructions on adding or modifying the tax authority information, refer to* ***Chapter 2 – Global Definitions***.
Tax Period Line	N/A	System-generated; based on the entry in the Next Taxing Authority field. ***Note***: *For detailed instructions on adding or modifying the tax authority information, refer to* ***Chapter 2 – Global Definitions***.
From / To	N/A	System-generated; based on the entry in the Next Taxing Authority field. ***Note***: *For detailed instructions on adding or modifying the tax authority information, refer to* ***Chapter 2 – Global Definitions***.
Due	N/A	System-generated; based on the entry in the Next Taxing Authority field. ***Note***: *For detailed instructions on adding or modifying the tax authority information, refer to* ***Chapter 2 – Global Definitions***.
Discount(s) 1,2,3	N/A	System-generated; based on the entry in the Next Taxing Authority field. ***Note***: *For detailed instructions on adding or modifying the tax authority information, refer to* ***Chapter 2 – Global Definitions***.
Pay By	N/A	System-generated; based on the entry in the Next Taxing Authority field. ***Note***: *For detailed instructions on adding or modifying the tax authority information, refer to* ***Chapter 2 – Global Definitions***.
Penalty	N/A	System-generated; based on the entry in the Next Taxing Authority field. ***Note***: *For detailed instructions on adding or modifying the tax authority information, refer to* ***Chapter 2 – Global Definitions***.

Tax Transmittal (TXTL) Query Screen

The Tax Transmittal (TXTL) query screen, illustrated in Figure 4-16, allows authorized HOC Area (M&M) and authorized accounting personnel to locate (query) detailed information about a specific tax transmittal. It lists the information as it was entered on the Tax Transmittal (TXTR) screen and displays all tax bills added to the transmittal from the Tax Bills Summary (TXBL) screen. By entering an *X* next to a selected bill, the system automatically displays the Tax Bills Summary (TXBL) screen to view all of the information for this bill.

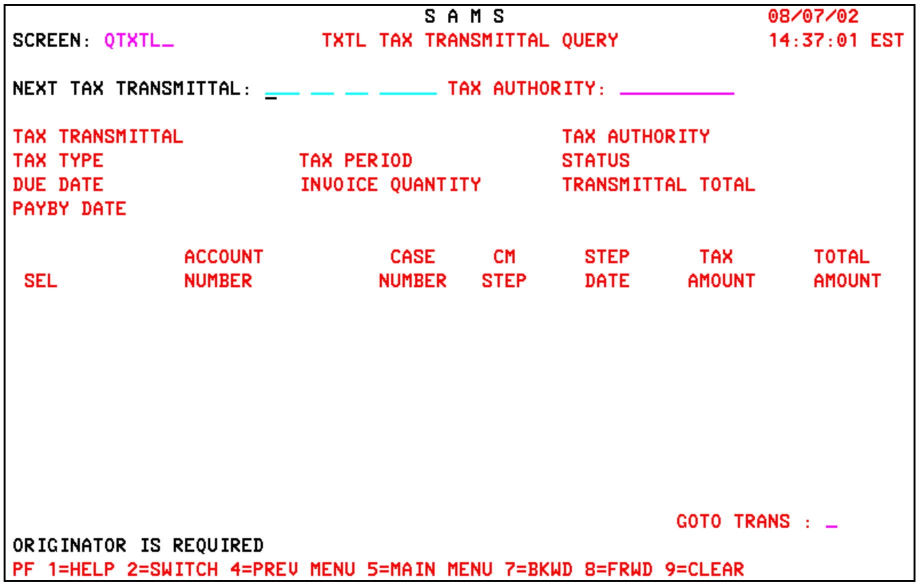
Note

This screen may be used to verify that correct entry has been made for all of the tax bills prior to putting the transmittal in *RA* (ready for approval) status.

Before You Begin

Gather this information before using the Tax Transmittal (TXTL) screen:

- Tax transmittal number
- Tax authority NAID



```
                                        S A M S                          08/07/02
SCREEN: QTXTL_            TXTL TAX TRANSMITTAL QUERY                     14:37:01 EST

NEXT TAX TRANSMITTAL: ___ __ __ _____ TAX AUTHORITY: __________

TAX TRANSMITTAL                                 TAX AUTHORITY
TAX TYPE                  TAX PERIOD            STATUS
DUE DATE                  INVOICE QUANTITY      TRANSMITTAL TOTAL
PAYBY DATE

               ACCOUNT           CASE     CM       STEP       TAX        TOTAL
 SEL           NUMBER            NUMBER   STEP     DATE       AMOUNT     AMOUNT








                                                          GOTO TRANS : _
ORIGINATOR IS REQUIRED
PF 1=HELP 2=SWITCH 4=PREV MENU 5=MAIN MENU 7=BKWD 8=FRWD 9=CLEAR
```

Figure 4-16 Tax Transmittal (QTXTL) Query Screen

Data Screen Options

On the Tax Transmittal (TXTL) screen:

- To ***locate*** (***query***) a tax transmittal, enter *QTXTL* in the Screen field and press the <**F2**> key.

Procedure Table

Follow the instructions in Table 4-9 Tax Transmittal (TXTL) Procedure Table to search for or locate (query) a specific tax transmittal:

Table 4-9 Tax Transmittal (TXTL) Procedure Table

DATA FIELD	VALID ENTRIES	DESCRIPTION
Next Tax Transmittal	12 alphanumeric characters	**[REQUIRED]** Enter the tax transmittal number.
Tax Authority	10 alphanumeric characters	Enter the tax authority NAID.
*Press the <***F2***> key.* **Result**: *The system retrieves and displays the available values for the fields identified here.*		
Tax Transmittal	N/A	System-generated; based on the search criteria entered in the Next Tax Transmittal and Tax Authority fields.
Tax Authority	N/A	System-generated; based on the search criteria entered in the Next Tax Transmittal and Tax Authority fields.
Tax Type	N/A	System-generated; based on the search criteria entered in the Next Tax Transmittal and Tax Authority fields.
Tax Period	N/A	System-generated; based on the search criteria entered in the Next Tax Transmittal and Tax Authority fields.
Status	N/A	System-generated; based on the search criteria entered in the Next Tax Transmittal and Tax Authority fields.
Due-date	N/A	System-generated; based on the search criteria entered in the Next Tax Transmittal and Tax Authority fields.
Invoice Quantity	N/A	System-generated; based on the search criteria entered in the Next Tax Transmittal and Tax Authority fields. **Note**: *If this field does not match the number of invoices in the detail displayed in the fields below, retrieve the transmittal on the Tax Transmittal (MTXTR) screen to automatically recalculate this field.*

Table 4-9 Tax Transmittal (TXTL) Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
Transmittal Total	N/A	System-generated; based on the search criteria entered in the Next Tax Transmittal and Tax Authority fields. **Note**: *If this field does not match the dollar amount of invoices in the detail displayed in the fields below, retrieve the transmittal on the Tax Transmittal (TXTR) screen to automatically recalculate this field.*
PaybyDate	N/A	System-generated; based on the search criteria entered in the Next Tax Transmittal and Tax Authority fields.
Sel	1 alphabetic character **X**=TXBL screen	Enter an *X* next to the selected bill and press the <**ENTER**> key. **Result**: *The system accesses the **locate** (**query**) mode of the Tax Bills Summary (TXBL) screen.* **Note:** *If an* X *is entered in the GOTO Trans field, this field must be blank.*
Account Number	N/A	System-generated; based on the search criteria entered in the Next Tax Transmittal and Tax Authority fields.
Case Number	N/A	System-generated; based on the search criteria entered in the Next Tax Transmittal and Tax Authority fields.
CM Step	N/A	System-generated; based on the search criteria entered in the Next Tax Transmittal and Tax Authority fields.
Step Date	N/A	System-generated; based on the search criteria entered in the Next Tax Transmittal and Tax Authority fields.
Tax Amount	N/A	System-generated; based on the search criteria entered in the Next Tax Transmittal and Tax Authority fields.
Press the <**F2**> *key*. **Result**: *The system retrieves and displays the available values for the fields identified here.*		
Total Amount	N/A	System-generated based on the locate (query) criteria entered above.
GOTO Trans	1 alphabetic character **X**=TXTR screen	Enter an *X* and press the <**ENTER**> key. **Result**: *The system automatically displays the Tax Transmittal (TXTR) screen.* **Note:** *If an* X *is entered in the Sel field, this field must be blank.*

Tax Account (TXAQ) Query Screen

The Tax Account (TXAQ) query screen, illustrated in Figure 4-17, allows authorized HOC Area (M&M) and authorized accounting personnel to search for tax accounts and tax authorities based on tax or case information.

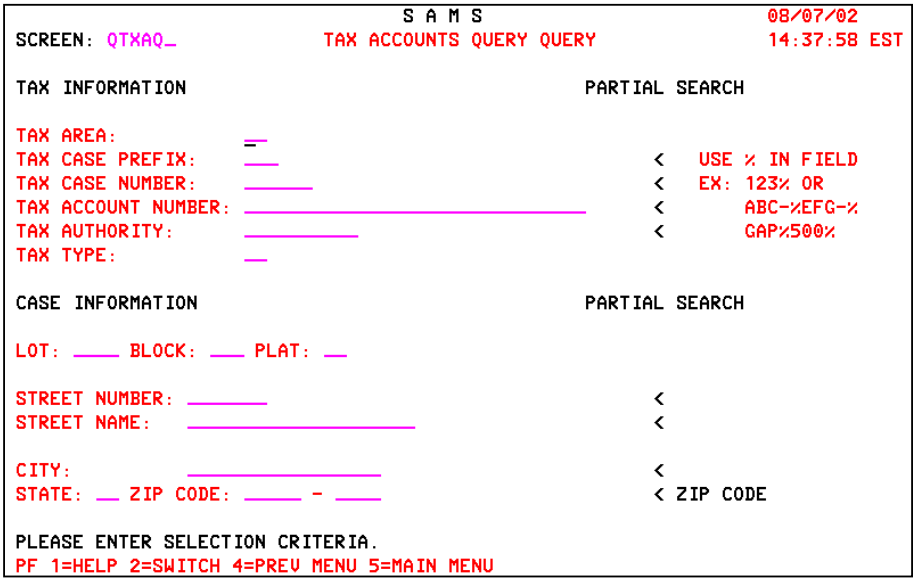
Before You Begin

Gather this information before using the Tax Accounts Query (TXAQ) screen:

- Full or partial tax search criteria (i.e., tax area, tax case prefix, case number, tax account number, tax authority, or tax type) search criteria
- Full or partial case search criteria (i.e., lot, block, plat, street address, city, state, zip code)

Note

Although there are no [**REQUIRED**] fields on this screen, to locate tax accounts specific to a property search criteria must be entered. The system displays fifty (50) records per search. Use the percentage (%) sign for wild card or mask searches in fields to expand the search criteria.



```
                                  S A M S                            08/07/02
SCREEN: QTXAQ_              TAX ACCOUNTS QUERY QUERY                 14:37:58 EST

TAX INFORMATION                                  PARTIAL SEARCH

TAX AREA:              __
TAX CASE PREFIX:       ___                           <  USE % IN FIELD
TAX CASE NUMBER:       ______                        <  EX: 123% OR
TAX ACCOUNT NUMBER:    ______________________________ <     ABC-%EFG-%
TAX AUTHORITY:         __________                    <     GAP%500%
TAX TYPE:              __

CASE INFORMATION                                 PARTIAL SEARCH

LOT: ____ BLOCK: ___ PLAT: __

STREET NUMBER: _______                               <
STREET NAME:   ____________________                  <

CITY:          _________________                     <
STATE: __ ZIP CODE: _____ - ____                     < ZIP CODE

PLEASE ENTER SELECTION CRITERIA.
PF 1=HELP 2=SWITCH 4=PREV MENU 5=MAIN MENU
```

Figure 4-17 Tax Accounts (QTXAQ) Query Screen

Data Screen Options

On the Tax Account Query (TXAQ) screen:

- To **locate** (**query**) a tax account, enter *QTXAQ* in the <u>Screen</u> field and press the <**F2**> key.

Procedure Table Follow the instructions in Table 4-10 Tax Account (TXAQ) Procedure Table to search for or locate (query) a specific tax account:

Table 4-10 Tax Account (TXAQ) Procedure Table

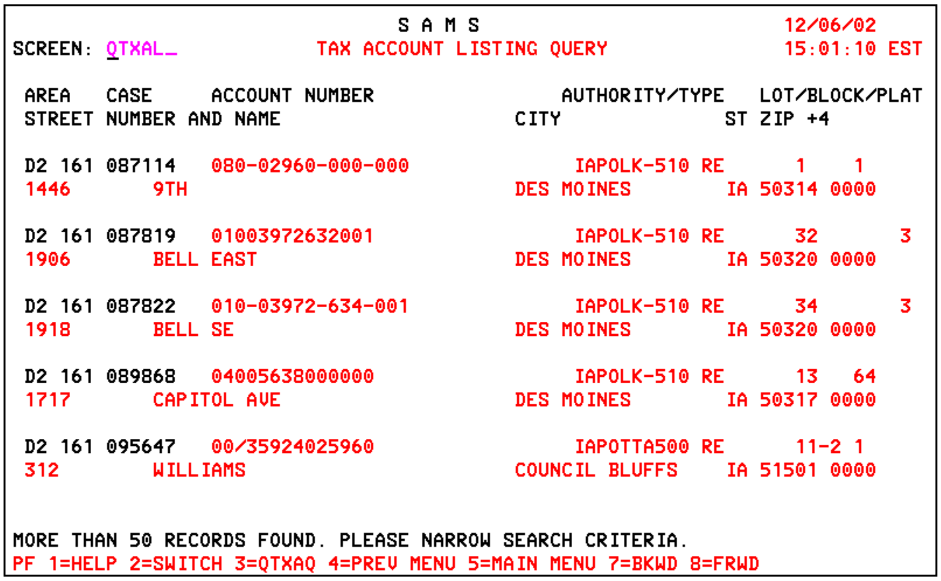
DATA FIELD	VALID ENTRIES	DESCRIPTION
TAX INFORMATION PARTIAL SEARCH		
Tax Area	2 alphanumeric characters	Enter the HOC Area ID.
Tax Case Prefix	3 numeric characters	Enter the case prefix for the tax case.
Tax Case Number	6 numeric characters	Enter the case number for the tax case.
Tax Account Number	30 alphanumeric characters	Enter the tax account number for the tax case(s).
Tax Authority	10 alphanumeric characters	Enter the tax authority NAID for the tax case(s).
Tax Type	2 alphanumeric characters	Enter the tax type for the tax case(s).
Enter the available information in the fields above and press the <**ENTER**> key to search using tax information. ***Result***: *The system retrieves and displays the available values for the fields listed here.*		
CASE INFORMATION PARTIAL SEARCH		
Lot	4 alphanumeric characters	Enter the lot for the tax case.
Block	3 alphanumeric characters	Enter the block for the tax case.
Plat	2 alphanumeric characters	Enter the plat for the tax case.
Street Number	7 alphanumeric characters	Enter the street number for the tax case.
Street Name	20 alphanumeric characters	Enter the street name for the tax case.
City	17 alphanumeric characters	Enter the City for the tax case.
State	2 alphanumeric characters	Enter the state for the tax case.
Zip Code	9 alphanumeric characters	Enter the zip code for the tax case.
Enter the available case information and press the <**ENTER**> *key to search for tax information based on specific cases.* **Result**: *The system displays the Tax Account Listing (TXAL) screen with information for the tax accounts generated by the search criteria entered on this screen. (Refer to* ***Tax Account Listing (TXAL) Data Screen*** *for details.) The search encompasses all available tax accounts, regardless of whether they have been assigned to a transmittal or not. A maximum of fifty (50) tax account records are displayed on the screen at a time.*		

Tax Account Listing (TXAL) Data Screen

The Tax Account Listing (TXAL) data screen, illustrated in Figure 4-18, allows authorized HOC Area (M&M) and accounting personnel to view tax account listings by area and case number.

Before You Begin

No information is required for viewing this screen. The Tax Account Listing (TXAL) screen displays information based on the search criteria entered on the Tax Accounts Query (TXAQ) screen.



```
                                     S A M S                         12/06/02
SCREEN: QTXAL_            TAX ACCOUNT LISTING QUERY                  15:01:10 EST

 AREA   CASE     ACCOUNT NUMBER                  AUTHORITY/TYPE   LOT/BLOCK/PLAT
 STREET NUMBER AND NAME                      CITY              ST ZIP +4

 D2 161 087114   080-02960-000-000                IAPOLK-510 RE       1    1
 1446       9TH                              DES MOINES        IA 50314 0000

 D2 161 087819   01003972632001                   IAPOLK-510 RE      32          3
 1906       BELL EAST                        DES MOINES        IA 50320 0000

 D2 161 087822   010-03972-634-001                IAPOLK-510 RE      34          3
 1918       BELL SE                          DES MOINES        IA 50320 0000

 D2 161 089868   04005638000000                   IAPOLK-510 RE      13   64
 1717       CAPITOL AVE                      DES MOINES        IA 50317 0000

 D2 161 095647   00/35924025960                   IAPOTTA500 RE      11-2 1
 312        WILLIAMS                         COUNCIL BLUFFS    IA 51501 0000


MORE THAN 50 RECORDS FOUND. PLEASE NARROW SEARCH CRITERIA.
PF 1=HELP 2=SWITCH 3=QTXAQ 4=PREV MENU 5=MAIN MENU 7=BKWD 8=FRWD
```

Figure 4-18 Tax Account Listing Query (QTXAL) Screen

Note

The data displayed on this screen is for illustration purposes only and does not represent actual system data.

Data Screen Options

On the Tax Account Listing (TXAL) screen:

- To ***locate*** (***query***) tax accounts, enter *QTXAQ* in the Screen field and press the <**F2**> key.
- Enter search criteria on the Tax Accounts Query (TXAQ) screen and press the <**ENTER**> key.

Procedure Table Table 4-11 Tax Account Listing (TXAL) Procedure Table describes the fields on the view-only Tax Account Listing (TXAL) screen:

Table 4-11 Tax Account Listing (TXAL) Procedure Table

DATA FIELD	VALID ENTRIES	DESCRIPTION
Area	N/A	System-generated; displays the HOC area associated with the record(s) matching the search criteria entered on the Tax Accounts Query (TXAQ) screen, illustrated and described under **Tax Account (TXAQ) Query Screen**.
Case Number	N/A	System-generated; displays the case prefix and case number associated with the record(s) matching the search criteria entered on the Tax Accounts Query (TXAQ) screen, illustrated and described under **Tax Account (TXAQ) Query Screen**.
Account Number	N/A	System-generated; displays the tax account number for the tax case(s) associated with the record(s) matching the search criteria entered on the Tax Accounts Query (TXAQ) screen, illustrated and described under **Tax Account (TXAQ) Query Screen**.
Authority/Type	N/A	System-generated; displays the tax authority NAID and tax type for the tax case(s) associated with the record(s) matching the search criteria entered on the Tax Accounts Query (TXAQ) screen, illustrated and described under **Tax Account (TXAQ) Query Screen**.
Lot	N/A	System-generated; displays the lot number for the case associated with the record(s) matching the search criteria entered on the Tax Accounts Query (TXAQ) screen, illustrated and described under **Tax Account (TXAQ) Query Screen**.
Block	N/A	System-generated; displays the block designation for the case associated with the record(s) matching the search criteria entered on the Tax Accounts Query (TXAQ) screen, illustrated and described under **Tax Account (TXAQ) Query Screen**.
Plat	N/A	System-generated; displays the plat designation for the case(s) associated with the record(s) matching the search criteria entered on the Tax Accounts Query (TXAQ) screen, illustrated and described under **Tax Account (TXAQ) Query Screen**.
Street Number	N/A	System-generated; displays the street number associated with the record(s) matching the search criteria entered on the Tax Accounts Query (TXAQ) screen, illustrated and described under **Tax Account (TXAQ) Query Screen**.

Table 4-11 Tax Account Listing (TXAL) Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
Name	N/A	System-generated; displays the street name associated with the record(s) matching the search criteria entered on the Tax Accounts Query (TXAQ) screen, illustrated and described under **Tax Account (TXAQ) Query Screen**.
City	N/A	System-generated; displays the city name associated with the record(s) matching the search criteria entered on the Tax Accounts Query (TXAQ) screen, illustrated and described under **Tax Account (TXAQ) Query Screen**.
St	N/A	System-generated; displays the state designation associated with the record(s) matching the search criteria entered on the Tax Accounts Query (TXAQ) screen, illustrated and described under **Tax Account (TXAQ) Query Screen**.
Zip	N/A	System-generated; displays the zip code associated with the record(s) matching the search criteria entered on the Tax Accounts Query (TXAQ) screen, illustrated and described under **Tax Account (TXAQ) Query Screen**.
+4	N/A	System-generated; displays the four-character (4) suffix for the zip code associated with the record(s) matching the search criteria entered on the Tax Accounts Query (TXAQ) screen, illustrated and described under **Tax Account (TXAQ) Query Screen**.

4.3 Management And Marketing (M&M) Bill Disbursements

Introduction

This section describes in more detail the Verify M&M Bills and Prepare Transmittals tasks within the Prepare and Post Disbursements and Issue Checks accounting subprocess. These tasks identify, capture, and record data required to produce an accurate and complete payment to Management & Marketing Contractors (M&Ms) who are assigned as caretakers of HUD-owned single-family and custodial properties.

Since the M&M bill and transmittal are created in a batch cycle, the processing is somewhat different from other SAMS disbursement processing. The current status field on the M&M transmittal is automatically set to *PA* (preliminary acceptance) status when the GTM marks the associated M&M bill as approved in SAMS. Therefore, there is no need to manually change an M&M transmittal status to *PA* (preliminary acceptance) as the system does this automatically. The M&M Bills transmittal approval process is illustrated in Figure 4-19 for check payments and in Figure 4-20 for EFT payments.

Home Ownership Centers (HOCs) are responsible for establishing contracts for property management functions and for monitoring, verifying, and correcting system-generated M&M bill disbursements for these expenses.

Monthly M&M Bills are created by a SAMS process that runs at the close of the fifth (5th) business day of each month. The M&M bills and associated transmittals are grouped by payee (i.e., vendor or contractor), payment type, payment due-date, and contract number.

Note

The term HOC Area is used throughout SAMS. This term also may be referred to as M&M depending upon data entry requirements.

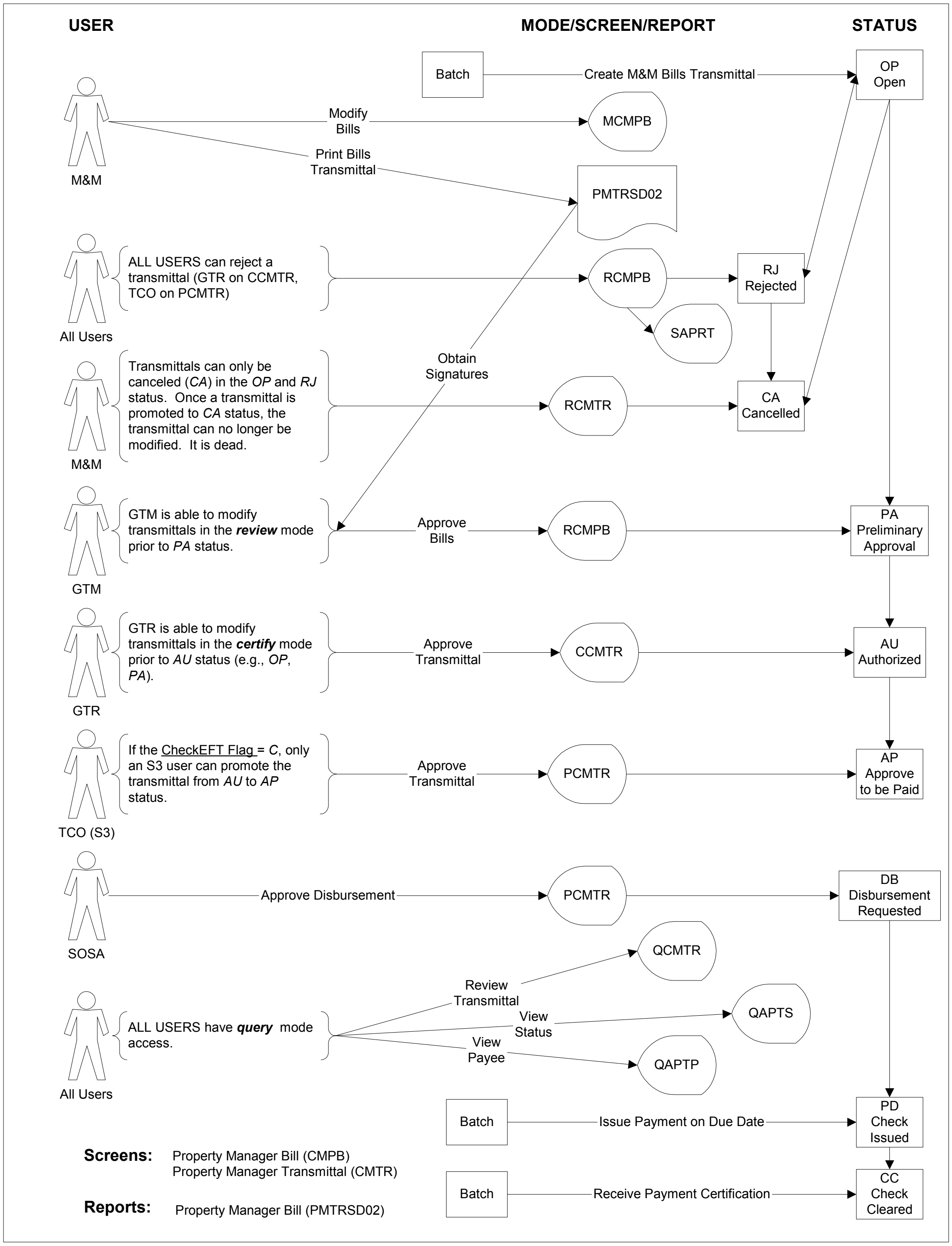

USER
MODE/SCREEN/REPORT
STATUS
Batch
Create M&M Bills Transmittal
OP
Open
M&M
Modify
Bills
MCMPB
Print Bills
Transmittal
PMTRSD02
All Users
ALL USERS can reject a transmittal (GTR on CCMTR, TCO on PCMTR)
RCMPB
RJ
Rejected
SAPRT
Obtain
Signatures
M&M
Transmittals can only be canceled (*CA*) in the *OP* and *RJ* status. Once a transmittal is promoted to *CA* status, the transmittal can no longer be modified. It is dead.
RCMTR
CA
Cancelled
GTM
GTM is able to modify transmittals in the ***review*** mode prior to *PA* status.
Approve
Bills
RCMPB
PA
Preliminary
Approval
GTR
GTR is able to modify transmittals in the ***certify*** mode prior to *AU* status (e.g., *OP*, *PA*).
Approve
Transmittal
CCMTR
AU
Authorized
TCO (S3)
If the CheckEFT Flag = *C*, only an S3 user can promote the transmittal from *AU* to *AP* status.
Approve
Transmittal
PCMTR
AP
Approve
to be Paid
SOSA
Approve Disbursement
PCMTR
DB
Disbursement
Requested
All Users
ALL USERS have ***query*** mode access.
Review
Transmittal
QCMTR
View
Status
QAPTS
View
Payee
QAPTP
Batch
Issue Payment on Due Date
PD
Check
Issued
Batch
Receive Payment Certification
CC
Check
Cleared
Screens: Property Manager Bill (CMPB)
Property Manager Transmittal (CMTR)
Reports: Property Manager Bill (PMTRSD02)

Figure 4-19 M&M Bills Transmittal for Check Payment Approval Process

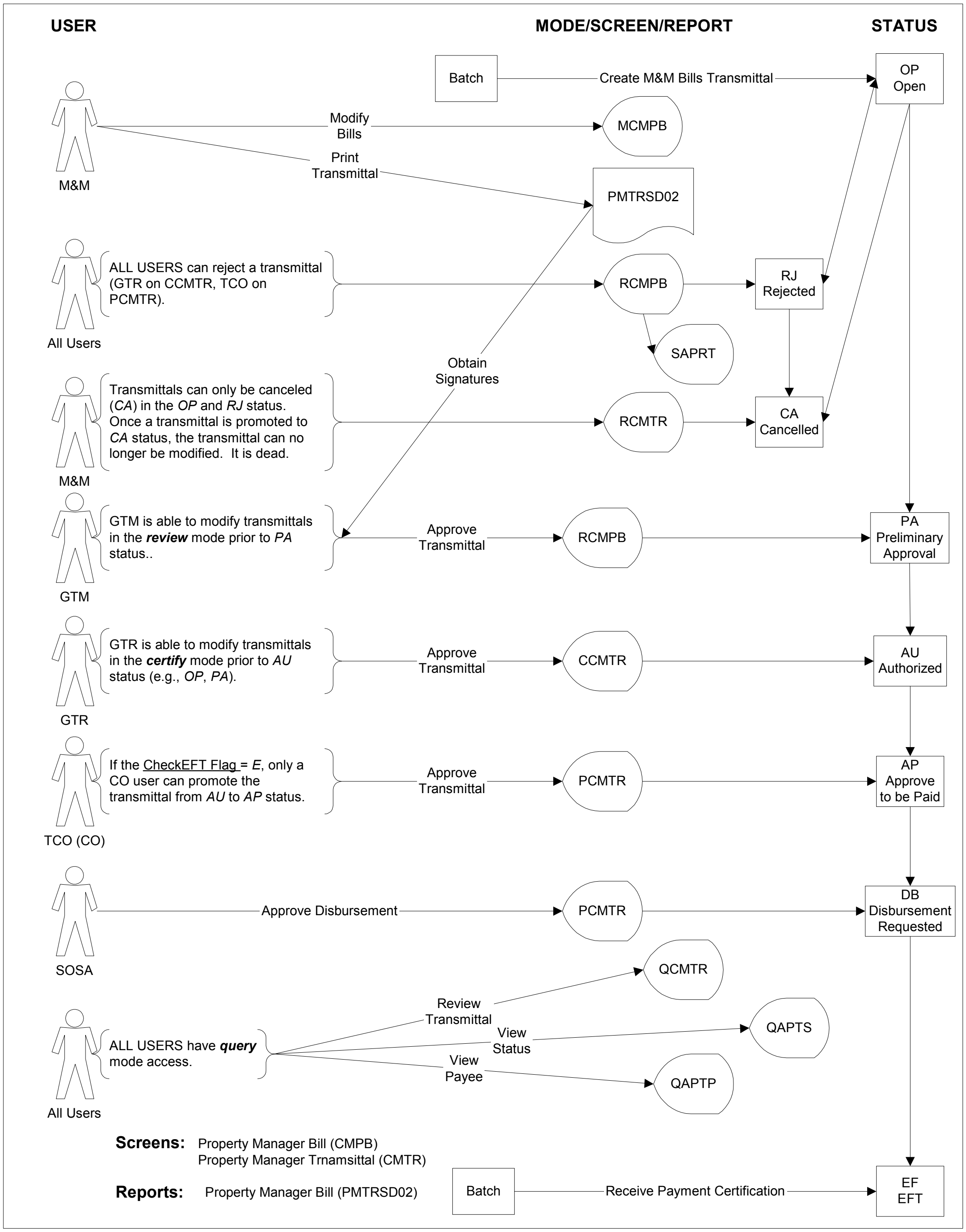

USER
MODE/SCREEN/REPORT
STATUS
Batch
Create M&M Bills Transmittal
OP
Open
Modify
Bills
MCMPB
M&M
Print
Transmittal
PMTRSD02
ALL USERS can reject a transmittal (GTR on CCMTR, TCO on PCMTR).
RCMPB
RJ
Rejected
All Users
SAPRT
Obtain
Signatures
Transmittals can only be canceled (*CA*) in the *OP* and *RJ* status. Once a transmittal is promoted to *CA* status, the transmittal can no longer be modified. It is dead.
RCMTR
CA
Cancelled
M&M
GTM is able to modify transmittals in the ***review*** mode prior to *PA* status..
Approve
Transmittal
RCMPB
PA
Preliminary
Approval
GTM
GTR is able to modify transmittals in the ***certify*** mode prior to *AU* status (e.g., *OP*, *PA*).
Approve
Transmittal
CCMTR
AU
Authorized
GTR
If the CheckEFT Flag = *E*, only a CO user can promote the transmittal from *AU* to *AP* status.
Approve
Transmittal
PCMTR
AP
Approve
to be Paid
TCO (CO)
Approve Disbursement
PCMTR
DB
Disbursement
Requested
SOSA
QCMTR
Review
Transmittal
View
Status
QAPTS
ALL USERS have ***query*** mode access.
View
Payee
QAPTP
All Users
Screens: Property Manager Bill (CMPB)
Property Manager Trnamsittal (CMTR)
Reports: Property Manager Bill (PMTRSD02)
Batch
Receive Payment Certification
EF
EFT

Figure 4-20 M&M Bills Transmittal for EFT Payment Approval Process

M&M Bills Disbursements Processing Tasks

There are seven processing tasks for M&M Bills, beginning with the identification of the correct payee (NAID) and ending with the issuance of a payment for property management and marketing of HUD acquired properties.

Task 1	Define Marketing and Management (M&M) Contractors
Task 2	Create the M&M Transmittal and Associated Bills
Task 3	Modify M&M Bills Associated with a Transmittal
Task 4	Print the Transmittal Report and Obtain Required Signatures
Task 5	Review and Approve M&M Bill for Payment at HOC GTM Level
Task 6	Review and Approve Transmittal for Payment at HOC GTR Level
Task 7	Approve Transmittal for Payment at the Disbursement Service Center Level

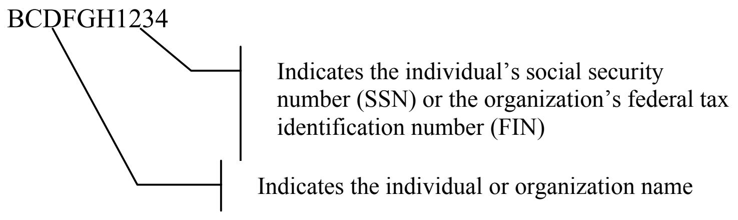
Note

Refer to **Chapter 11 – SAMS Reports** for instructions on generating, viewing, and printing SAMS standard reports.

Task 1: Define Management and Marketing (M&M) Contractors

Before any M&M bill disbursements can be generated by SAMS, each M&M contractor must have a payee name and address identifier (NAID) established in SAMS with associated fees.

The Disbursement Service Center establishes the NAID in SAMS upon receipt from each HUD Office of a completed **SAMS 1111 - Payee Name and Address** form. A separate form must be completed for each M&M contractor. The format for the identifier is:


BCDFGH1234
Indicates the individual's social security number (SSN) or the organization's federal tax identification number (FIN)
Indicates the individual or organization name

In addition, each HUD office must set-up the payment schedule and fees for each of its property managers using the MM Contract (GBPM) screen, illustrated and described under MM Contract (GBPM) Data Screen in **Chapter 2 - Global Definitions**.

Task 2:
Create the M&M Transmittal and Bill

On the fifth (5th) business day of each month, SAMS creates a transmittal and a bill for each M&M contractor who has an active M&M contract in SAMS with single-family properties assigned to it (i.e., cases in steps 1 through 8 or cases that have entered steps 9 or 10 during the billing period).

Task 3:
Modify M&M Bill Associated with Transmittal

The Property Manager Transmittal Report (PMTRSD02) is requested:

- By HOC staff each month to review the transmittals for each of their HOC Areas (M&M Contractor offices)
- By M&M Contractors to review and compare the SAMS data with their own inventory records.

.

Note

Refer to **Chapter 11 - SAMS Reports** for detailed information on generating, viewing, and printing SAMS standard reports.

Authorized HOC staff compare the invoices received from the M&M Contractors to the transmittal report. Any discrepancies between the two documents are researched and any modifications that need to be made are entered through the modify mode of the Property Manager Bill (CMPB) screen as described in the **Property Manager Bill (CMPB) Data Screen** section..

Task 4:
Print Transmittal Report and Obtain Required Signatures

After reviewing and correcting the transmittal report through the Property Manager Bill Query (CMPB) screen (refer to the **Property Manager Bill (CMPB) Data Screen** heading), the HOC user requests that the Property Manager Transmittal (PMTRSD02) report be generated and printed. This report is used to accumulate the approval signatures necessary for initiating payment to the M&M. The HOC user prepares the package for the next approval levels: reviewer (GTM) and approver (GTR).

All signatures must be placed in the appropriate areas on the printed report.

Task 5:
Approve M&M Bill for Payment by the GTM

After the M&M Bill is reviewed and corrected by the authorized HOC user, the HOC Government Technical Manager (GTM) either:

- Verifies the accuracy and completeness of the transmittal and makes any necessary corrections
- Identifies the appropriate reason for the rejection of the package using the modify mode of the Rejected Invoice Transmittal (SAPRT) described under **Rejected Invoice Transmittal Summary (APRT) Data** Screen, SAPRT screen). The GTM returns the completed package to the originating HOC Office, if rejected.

Using the review mode of the Property Manager Bill (CMPB) screen (refer to **Property Manager Bill (CMPB) Data Screen**), the HOC user changes the Bill Approved field from *No* to *Yes*. This action causes SAMS to change the current transmittal status from *Open* to *PA (*preliminary acceptance*)* on the Property Manager Transmittal (CMTR) screen (described under **Property Manager Transmittal (CMTR) Data Screen**).

Task 5:
Approve M&M Bill for Payment by the GTM (continued)

Note

A GTM user **cannot** make any further changes to a transmittal once it has been promoted to *PA* (preliminary acceptance) or *RJ* (rejected) status.

The status of any transmittal may be monitored by accessing the locate (query) mode of the Transmittal Status (QAPTS) screen or the Transmittal by Payee (QAPTP) screen. (Refer to **Transmittal Status (APTS) Query Screen** and **Transmittals By Payee (APTP) Query Screen**, respectively, for details.)

Task 6:
Approve Transmittal for Payment by GTR

After the transmittal is promoted to *PA* (preliminary acceptance) status by the GTM user, the Government Technical Representative (GTR) either:

- Verifies the accuracy and completeness of the transmittal and makes any necessary corrections
- Identifies the appropriate reason for the rejection of the package using the modify mode of the Rejected Transmittal (SAPRT) screen described under **Rejected Invoice Transmittal Summary (APRT) Data Screen**. The GTR returns the completed package to the originating HOC Office, if rejected.

Using the certify mode of the Property Manager Transmittal (CMTR) screen, the GTM user changes the current status of the transmittal from *PA* (preliminary acceptance) to *AU* (authorized), or *RJ* (rejected).

Note

A GTR user **cannot** make any further changes to a transmittal once it has been promoted to *AU* (authorized) or *RJ* (rejected) status.

The status of any transmittal may be monitored by accessing the locate (query) mode of the Transmittal Status (QAPTS) screen or the Transmittal by Payee (QAPTP) screen.

*Task 7:
Approve Transmittal for Payment by the Disbursement Service Center*

After the transmittal is promoted to *AU* (authorized) status by the GTR, the M&M transmittal payment is reviewed and certified by the Disbursement Service Center for payment. The Disbursement Service Center personnel either:

- Verify the accuracy and completeness of the transmittal make any necessary corrections, and using the pay mode of the Property Manager Transmittal (CMTR) screen, change the current status of the transmittal from RA (ready for approval) status to AP (approved to pay) status.
- If rejected, changes the status of the transmittal from AU (authorized) to RJ (rejected) using the P mode of the Property Transmittal (CMTR) screen and identifies the appropriate reason for the rejection of the package using the modify mode of the Rejected Invoice Transmittal (SAPRT) screen described under **Rejected Invoice Transmittal Summary (APRT) Data Screen.** If rejected, the ACO returns the completed package to the originating HOC office.

Note

Upon receipt, the HUD Office must then change the current transmittal status from *RJ* (rejected) status to *OP* (open/in progress) status using the Property Manager Transmittal (MCMTR) screen before making the necessary corrections. By changing the transmittal status from RJ to *OP*, the Bill Approved field on the Property Manager Bill (MCMPB) screen is reset from Yes to No. The bill can then be modified, re-approved by authorized personnel, and the package can then be returned to the Disbursement Service Center for payment.

SAMS monitors the transmittal due-date to determine when the transmittal is to be paid, and the system prepares the payment to be delivered to the payee at the appropriate time. Refer to sections **4.6 - Check Payments** and **4.7 - Electronic Funds Transfer Payments** for a detailed explanation of the SAMS procedures for processing checks and electronic funds transfer payments.

The status of any transmittal may be monitored by accessing the locate (query) mode of the Transmittal Status (APTS) screen or the Transmittal by Payee (APTP) screen.

M&M Bills Disbursements Processing Screens

The M&M bill disbursements data screens allow authorized HOC staff to verify, correct (where appropriate), and review and approve a M&M bill and its transmittal for payment.

Data Screens

The data screens covered in this section are:

- Property Manager Bill..CMPB
- Property Manager Transmittal.. CMTR

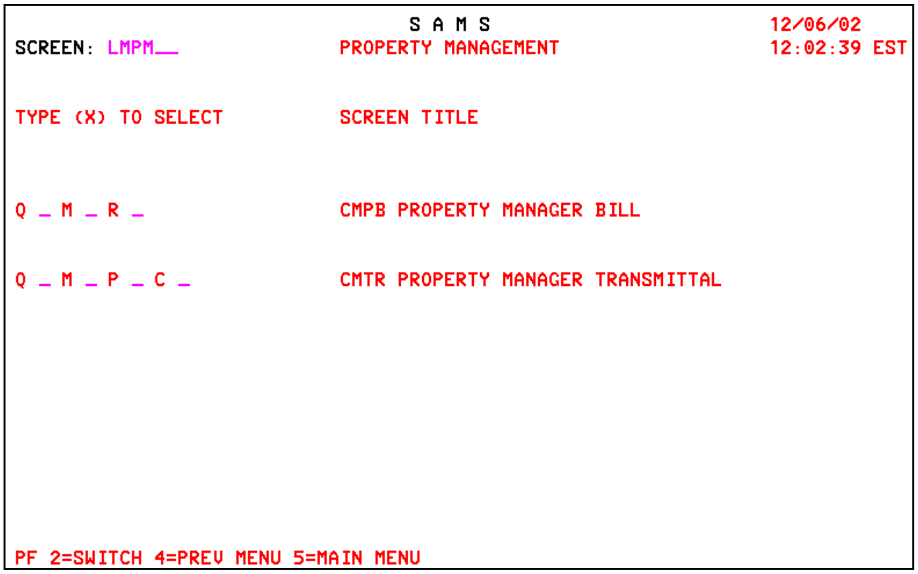
Menu

The M&M bill disbursement data screens are located on the Property Management (LMPM) and Case Management 2 (LMC2) menus. The SAMS Property Management (LMPM) menu, illustrated in Figure 4-21, may be accessed by either:

- Entering an *X* in the selection field for the *Property Management* option on the SAMS Disbursements (LMCD) menu and pressing the <**ENTER**> key
- Entering *LMPM* in the <u>Screen</u> field in the upper left-hand corner of a screen using the Expert mode and pressing the <**F2**> key

Reminder

In the Procedure Table, fields which must be completed on a screen are marked as [**REQUIRED**],, fields which have a Look-up table available are marked with an asterisk (*), and directions are provided for the various modes available on the screen



```
                                    S A M S                  12/06/02
SCREEN: LMPM__                 PROPERTY MANAGEMENT           12:02:39 EST


TYPE (X) TO SELECT             SCREEN TITLE



Q _ M _ R _                    CMPB PROPERTY MANAGER BILL


Q _ M _ P _ C _                CMTR PROPERTY MANAGER TRANSMITTAL











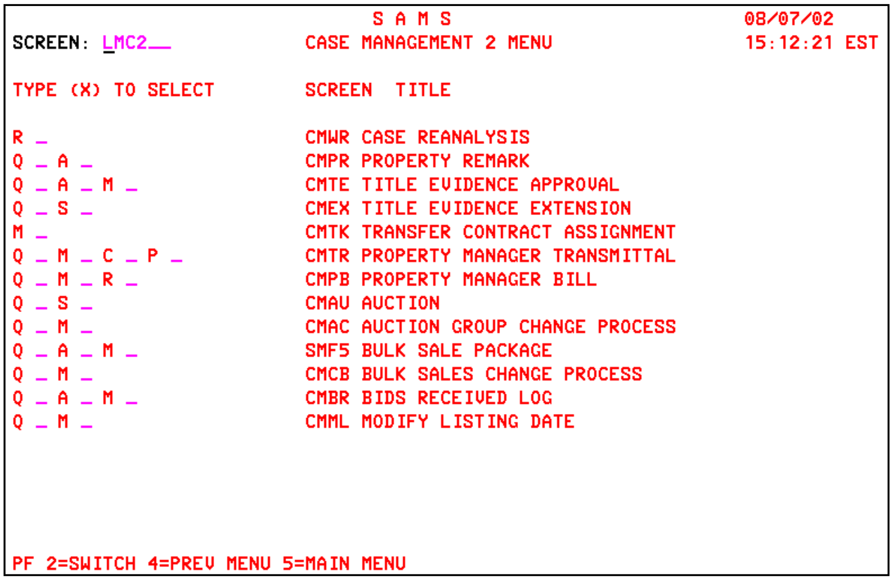
PF 2=SWITCH 4=PREV MENU 5=MAIN MENU
```

Figure 4-21 Property Management (LMPM) Screen

Menu (continued)

The SAMS Case Management 2 (LMC2) menu, illustrated in Figure 4-22, may be accessed by either:

- Entering an *X* in the selection field for the *Case Management 2* option on the SAMS Case Management (LMMC) menu and pressing the <**ENTER**> key
- Entering *LMC2* in the Screen field in the upper left-hand corner of a screen using the Expert mode and pressing the <**F2**> key



```
                                   S A M S                        08/07/02
SCREEN: LMC2__                CASE MANAGEMENT 2 MENU              15:12:21 EST

TYPE (X) TO SELECT            SCREEN  TITLE

R _                           CMWR CASE REANALYSIS
Q _ A _                       CMPR PROPERTY REMARK
Q _ A _ M _                   CMTE TITLE EVIDENCE APPROVAL
Q _ S _                       CMEX TITLE EVIDENCE EXTENSION
M _                           CMTK TRANSFER CONTRACT ASSIGNMENT
Q _ M _ C _ P _               CMTR PROPERTY MANAGER TRANSMITTAL
Q _ M _ R _                   CMPB PROPERTY MANAGER BILL
Q _ S _                       CMAU AUCTION
Q _ M _                       CMAC AUCTION GROUP CHANGE PROCESS
Q _ A _ M _                   SMF5 BULK SALE PACKAGE
Q _ M _                       CMCB BULK SALES CHANGE PROCESS
Q _ A _ M _                   CMBR BIDS RECEIVED LOG
Q _ M _                       CMML MODIFY LISTING DATE





PF 2=SWITCH 4=PREV MENU 5=MAIN MENU
```

Figure 4-22 Case Management 2 Menu (LMC2)

Menu Screen Options

From the SAMS Property Management (LMPM) menu or the Case Management 2 Menu (LMC2):

- To ***locate*** (***query***), ***modify***, or ***review*** an M&M bill select the appropriate mode for the *CMPB Property Manager Bill* option and press the <**ENTER**> key. (For detailed instructions refer to **Property Manager Bill (CMPB) Data Screen**.)
- To ***locate*** (***query***), ***modify***, ***authorize***, or ***approve*** an M&M transmittal select the appropriate mode for the *CMTR Property Manager Transmittal* option and press the <**ENTER**> key. (For detailed instructions refer to **Property Manager Transmittal (CMTR) Data Screen**.)

Property Manager Bill (CMPB) Data Screen

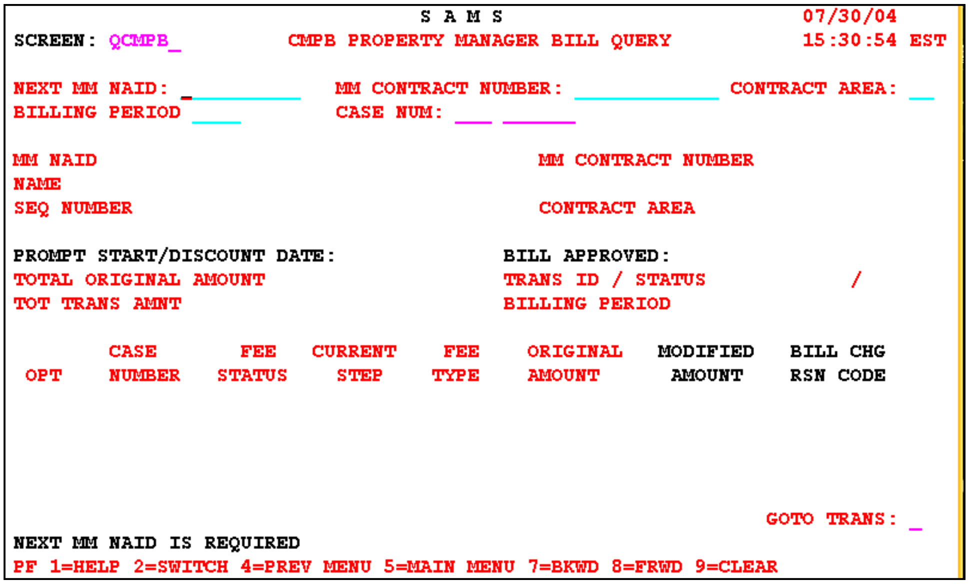
M&M bills are created in a SAMS batch cycle that runs at the beginning of each month. This batch cycle automatically calculates the amount of each M&M's monthly billing based on the assigned properties in the inventory and the monthly fees stated in the M&M contract. Since SAMS creates the M&M bills, there is no add mode for M&M bills processing. M&M bills in open status may be reviewed and modifications or corrections entered by authorized HOC staff.

Each M&M Bill has only one transmittal (SFB) associated with it. Once the Government Technical Manager (GTM) approvals the bill in SAMS, the system automatically changes the transmittal status to *PA* (preliminary acceptance). Payment is issued after all M&M bill transmittal approvals are completed at all approval levels and the transmittal is marked *AP* (approved to pay).

Before You Begin

Gather this information before using the Property Manager Bill (CMPB) screen:

- Monthly invoice
- Court order or letter from the IRS for garnishment, if applicable.



```
                                   S A M S                           07/30/04
SCREEN: QCMPB_          CMPB PROPERTY MANAGER BILL QUERY             15:30:54 EST

NEXT MM NAID: _________    MM CONTRACT NUMBER: ____________  CONTRACT AREA: __
BILLING PERIOD ____        CASE NUM: ___ ______

MM NAID                                        MM CONTRACT NUMBER
NAME
SEQ NUMBER                                     CONTRACT AREA

PROMPT START/DISCOUNT DATE:                  BILL APPROVED:
TOTAL ORIGINAL AMOUNT                        TRANS ID / STATUS            /
TOT TRANS AMNT                               BILLING PERIOD

        CASE       FEE     CURRENT    FEE     ORIGINAL    MODIFIED   BILL CHG
 OPT    NUMBER     STATUS    STEP     TYPE    AMOUNT       AMOUNT    RSN CODE




                                                               GOTO TRANS: _
NEXT MM NAID IS REQUIRED
PF 1=HELP 2=SWITCH 4=PREV MENU 5=MAIN MENU 7=BKWD 8=FRWD 9=CLEAR
```

Figure 4-23 Property Manager Bill (QCMPB) Query Screen

Data Screen Options

On the Property Manager Bill (CMPB) screen:

- To ***locate*** (***query***) an M&M bill, enter *QCMPB* in the Screen field and press the <**F2**> key.
- To ***modify*** an M&M bill, authorized HOC staff enter *MCMPB* in the Screen field and press the <**F2**> key.
- To ***review*** an M&M bill for approval, the GTM enters *RCMPB* in the Screen field and presses the <**F2**> key. The bill may **only** be approved for payment by the GTM. Also, the associated transmittal must be in *Open* status, otherwise the screen will switch to ***locate*** (***query***) mode.

Procedure Table

Follow the instructions in Table 4-12 Property Manager (CMPB) Procedure Table to review, modify, and approve an M&M bill for payment:

Table 4-12 Property Manager (CMPB) Procedure Table

DATA FIELD	VALID ENTRIES	DESCRIPTION
Next MM NAID	10 alphanumeric characters	**[REQUIRED]** Enter the M&M NAID in this key field to specify the M&M NAID search criteria..
MM Contract Number	12 alphanumeric characters	**[REQUIRED]** Enter the M&M contract number in this key field to specify the contract number search criteria.
Contract Area	2 alphanumeric characters	**[REQUIRED]** Enter the code for the HUD Office Contract Area in this key field to specify the search criteria.
Billing Period	4 numeric characters	**[REQUIRED]** Enter the billing period in this key field to specify which bill to display.
Case Num	9 numeric characters	To list the records: • by a **specific case number**, enter the Case Number in this key field. • To list **all cases numbers**, leave this field blank (the list of cases displayed begins with the first sequentially numbered case in the HOC Area).
*Press the <**F2**> key.* Result: *The system retrieves and displays the available values for the fields identified here.*		
MM NAID	N/A	System-generated; based on the search criteria entered. Display only.
MM Contract Number	N/A	System-generated; based on the search criteria entered. Display only.
Name	N/A	System-generated; based on the entry in the MM NAID field. Display only.
Seq Number	N/A	System-generated; based on the search criteria entered. Display only.
Contract Area	N/A	System-generated; based on the entry in the MM NAID field. Display only.

Table 4-12 Property Manager (CMPB) Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
Prompt Start/Discount-Date	8 alphanumeric characters Format: **mm/dd/yyyy**	**[REQUIRED]** The entry in this field **must** be modified to reflect the date the bill was received by the HOC. Replace the system-generated date to reflect the date that the HOC received the bill or invoice from the M&M. **Note** *This is the only data screen available to modify the Prompt Pay Start-date.*
Bill Approved	1 character **Y** = Yes **N** = No	[**REQUIRED**]; in the ***review*** mode the GTM enters *Y* to approve the payment of the bill displayed.
		System-generated; in the review and modify mode based on the bill status.
Total Original Amount	11 numeric characters Format: $##,###,###.##	System-generated; based on the bill selected in the command line. The amount in this field is the sum of the modified amounts where the bill change reason code is *MO* (Modify) or *AD* (Add).
Trans ID/Status	N/A	System-generated; unique identification based on the property bill transmittal, number and current status.
Total Trans Amount	N/A	System-generated; The entry in this field reflects the sum of the modified amounts when Bill Chng Rsn Code is *MO* or *AD*, plus the Total Original Amount. Display only.
Billing Period	N/A	System-generated; based on the bill amounts displayed. Display only.
Opt	1 alphabetic character **A** = Add **M** = Modify **D** = Delete	Use this field to select the option: • Enter *A* to ***add*** a new case to a bill in the ***modify*** mode (MCMPB). • Enter *M* to ***modify*** or exclude a case line item in the ***modify*** mode (MCMPB). • Enter *D* to ***delete*** a case that has been added by the specified HUD office using the *A* option in the ***modify*** mode (MCMPB). The Bill Chg Rsn Code is set to *AD* (add) instead of *BT (batch)* or *MO (modify)*. **Note**: *Only active cases within the HOC Area may be added or modified. Original records (those created when the M&M bill cycle ran) may not be deleted - they may only be excluded or modified from the bill using the* M *option.*

Table 4-12 Property Manager (CMPB) Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
Opt (continued)		***Caution****: This field is locked in the review and modify modes.*
Case Number	9 numeric characters	**[REQUIRED]** In the ***add*** mode.
		System-generated; in all modes **EXCEPT** the ***add*** mode. Display only.
Fee Status	N/A	System-generated; based on the associated Case Number. Display only.
Current Step	N/A	System-generated; based on the associated Case Number.
Fee Type	3 character **LST**=Listing Fee **SEL**=Selling Fee **OLD**=Fee from previously created PM bill transmittals or value for cases with no fee **PM**=Property Management Fee **VL**=Vacant Lot Management Fee **MKT**=Marketing Fee **HOM**=Held Off Market Fee **CS**=Custodial **NYO**=NY MOU Occupied **NYU**=NY MOU Unoccupied	[**REQUIRED**] Enter the fee type when adding a case number to a property manager bill. The fee type **cannot** be: • *MKT* unless the case reconciled during the billing period. • *PM* if the current fee status of the case is *VL* or *CS*. • *VL*, if the current fee status is *HV*, *RT*, or *CS* • *CS* if the current fee status is *HV*, *VL*, or *RT*. • *LST* (listing) or *SEL* (selling) if the contract type code of the property manager is *P*. Only current property manager contracts can have a listing or selling fee. • *HOM,* if the most recent disposition program in the billing period has a HOM code not equal to PM or the months processed field is less than 4. ***Note****: Multiple fee types may be displayed on this screen, as long as each fee type is not repeated.*
		System-generated; field is protected from updates when a case number exists for a detail line.
Original Amount	N/A	System-generated; based on the Case Number selected. Display only.
Modified Amount	10 numeric characters	**[REQUIRED]** In the ***add*** and ***modify*** modes enter the modified amount in this field when: • The entry in the Opt field is *A* and the entry in the Bill Chg Rsn Code is *AD* • *The entry in the* Opt field is *M* and the entry in the Bill Chg Rsn Code is *MO*.
		System-generated when either: • The entry in the in the Bill Chg Rsn Code is EX • The entry in the Opt field is *D*.

Table 4-12 Property Manager (CMPB) Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
Bill Chg Rsn Code	2 alphabetic characters **AD** = Add **BT** = Batch generated **EX** = Exclude **MO** = Modify	[**REQUIRED**]; in the ***modify*** mode (MCMPB) enter the reason that the original amount was modified. If the entry in this field is: • *EX* (exclude), the entry in the Opt field **must** be set to *M*, and the entry in the Modified Amount field must be set to zero dollars so the case will not receive any payment for this billing period. • *MO* (modify), the entry in the Opt field must be set to *M* to allow the entry in the Original Amount field to be increased or decreased by entering the desired payment amount in the Modified Amount data field. • *A* in the Opt field, along with the desired Case Number and Modified Amount, automatically results in the system generating the AD code after pressing the <**ENTER**> key. • The *BT* code identifies a case that: 1) was included on the original system-generated bill; and 2) has not been modified.
		System-generated; default is: • *AD* when the <**ENTER**> key is pressed, if the entry in the Opt field is *A* and the case number and amount are entered in the Case Num and Modified Amount fields, respectively. • *BT* when the case was included on the original system-generated bill and the record has not be modified.
GOTO Trans	1 alphabetic character X=CMTR screen	Enter *X* and press the <**ENTER**> key to return to the Property Manager Transmittal (CMTR) screen, illustrated and described under **Property Manager Transmittal (CMTR) Data Screen** which displays data associated with this M&M bill. **Note:** An entry may not be made in the Opt field and this field at the same time. The entry in the Opt field must be processed prior to making an entry in this field..

Table 4-12 Property Manager (CMPB) Procedure Table, continued

<table>
<tr><th>DATA FIELD</th><th>VALID ENTRIES</th><th>DESCRIPTION</th></tr>
<tr><td colspan="3">*To* ***commit*** *the modification or approval of the M&M bill displayed, press the* <**ENTER**> *key.*
Result: *The system displays an appropriate error message or the successful completion message. Press the <**ENTER**> key again to clear any message before attempting to:*
• *review, modify, or approve the displayed M&M bill*
• *retrieve another M&M bill to review, modify, or approver*
• *exit this screen*
Note: *If an error message displays, make the necessary corrections and press the <**ENTER**> key again to clear the error message.*
Note: *This screen must be committed before a GOTO router can be selected.*
*To quickly access or **find** a specific case or property in a bill, press the <**HOME**> key, then the <**TAB**> key to move the cursor to the Case Num field in the key line, enter the desired case number, and press the <**F2**> key. The system displays the desired case information in the first detail line at the bottom of the CMPB Screen.*
To quickly **add** *another case or property to a bill, press the <**HOME**> key, then the <**TAB**> key to move the cursor to the Case Num field in the key line, then enter 999 999999 for the case number, and press the <**F2**> key. The system displays the last case number associated with the bill and blank detail lines. To add the desired new case number, enter A under the Opt column next to the first blank detail line, enter the case number of the case or property that is to be added to the current bill under the Case Num column, and then enter the amount of the fee for the case under the Modified Amount column.*
Note *The case number entered on the detail line must be assigned to the specified HUD office (M&M).*</td></tr>
</table>

Property Manager Transmittal (CMTR) Data Screen

The Property Manager Transmittal (CMTR) data screen, illustrated in Figure 4-24, allows authorized HOC staff to review, change and approve an M&M transmittal, and allows authorized personnel to review and approve an M&M transmittal for payment. Each M&M transmittal has a corresponding bill. This bill must be reviewed, modified (if necessary), and approved by the respective HOC Area staff before its transmittal may be subsequently reviewed and approved for payment.

Note

For an M&M transmittal to be approved, its associated M&M bill must first be approved. (Refer to the **Property Manager Bill (CMPB) Data** Screen section).

Since the M&M bill and transmittal are created in a batch cycle, this screen need never be accessed to change the status to *PA* (preliminary acceptance).

However, this screen is required to reopen a rejected transmittal. This is accomplished by changing the entry in the Current Status field from *RJ* (rejected) status to Open status. Once a rejected transmittal has been reopened, the associated M&M bill may be modified and re-approved for payment using the same procedures. In addition, this screen may be used to cancel an erroneous transmittal. This is accomplished by changing the entry in the Current Status field to Canceled. This status change prevents any further activity on the transmittal and its bill. Transmittals that have been inactive for 180 days are automatically placed into Canceled status.

Note

CA (canceled) or *RJ* (rejected) transmittals **may not** be updated.

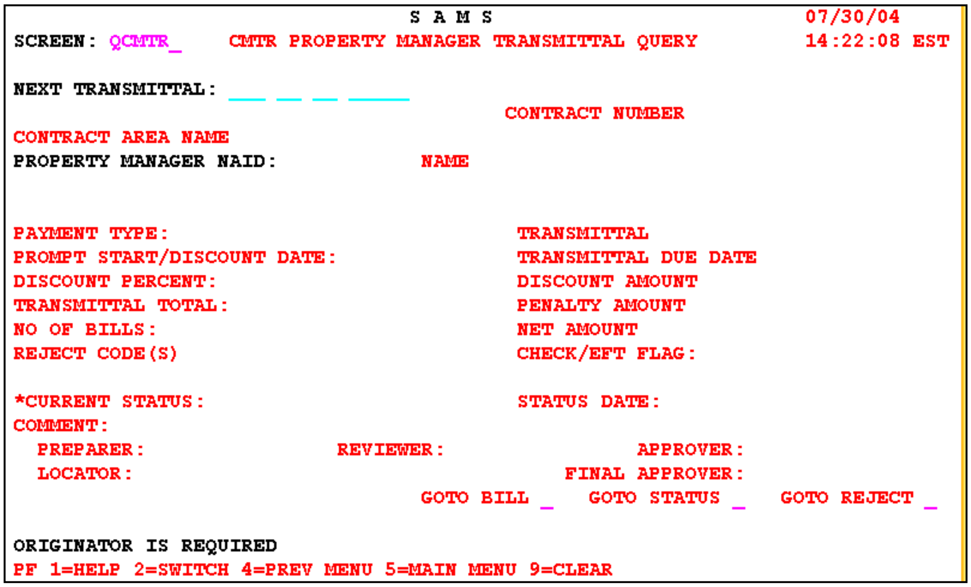
When the authorized GTM marks the M&M bill as approved for payment (using the Property Manager Bill screen), the GTR retrieves the M&M Bill transmittal and either approves it for payment by setting the current status to *AU* (authorized), or rejects the transmittal (sets the current status to *RJ* for rejected) and returns the transmittal to the originating HOC Office.

Once the GTR authorizes the transmittal using the authorize (C) mode of the screen, the ACO approves the transmittal using the approve (P) mode of the screen, the payment is initiated through the check or Electronic Funds Transfer processes.

Before You Begin

Gather this information before using the Property Manager Transmittal (CMTR) screen:

- Transmittal number
- Individual bill associated with the transmittal number, if needed



```
                                    S A M S                                07/30/04
SCREEN: QCMTR_    CMTR PROPERTY MANAGER TRANSMITTAL QUERY                  14:22:08 EST

NEXT TRANSMITTAL: ___ __ __ _____
                                         CONTRACT NUMBER
CONTRACT AREA NAME
PROPERTY MANAGER NAID:            NAME


PAYMENT TYPE:                             TRANSMITTAL
PROMPT START/DISCOUNT DATE:               TRANSMITTAL DUE DATE
DISCOUNT PERCENT:                         DISCOUNT AMOUNT
TRANSMITTAL TOTAL:                        PENALTY AMOUNT
NO OF BILLS:                              NET AMOUNT
REJECT CODE(S)                            CHECK/EFT FLAG:

*CURRENT STATUS:                          STATUS DATE:
COMMENT:
  PREPARER:                REVIEWER:                APPROVER:
  LOCATOR:                                    FINAL APPROVER:
                                  GOTO BILL _   GOTO STATUS _   GOTO REJECT _

ORIGINATOR IS REQUIRED
PF 1=HELP 2=SWITCH 4=PREV MENU 5=MAIN MENU 9=CLEAR
```

Figure 4-24 Property Manager Transmittal (QCMTR) Query Screen

Data Screen Options

On the Property Manager Transmittal (CMTR) screen:

- To ***locate*** (***locate (query)***) an M&M transmittal, enter *QCMTR* in the Screen field and press the <**F2**> key.
- To ***modify*** an M&M transmittal, the HOC Area (M&M) user enters *MCMTR* in the Screen field and press the <**F2**> key.
- To ***authorize*** an M&M transmittal, the GTR enters *CCMTR* in the Screen field and press the <**F2**> key.
- To ***approve*** an M&M transmittal, Disbursement Service Center personnel or ACO enter *PCMTR* in the Screen field and press the <**F2**> key.

Procedure Table Follow the instructions in Table 4-13 Property Manager Transmittal (CMTR) Procedure Table to change the status of or authorize an M&M bill transmittal for payment:

Table 4-13 Property Manager Transmittal (CMTR) Procedure Table

DATA FIELD	VALID ENTRIES	DESCRIPTION
Next Transmittal	12 numeric characters	**[REQUIRED]** Enter the transmittal number in this key field to search for a specific transmittal.
*Press the <**F2**> key.* **Result**: *The system retrieves and displays the available values for the fields identified here.*		
Contract Number	N/A	System-generated; based on the transmittal number selected. Display only.
Contract Area Name	N/A	System-generated; based on the Logon ID. Display only. The case number is tied to this code.
Property Manager NAID	N/A	System-generated; based on the transmittal number selected. Display only.
Name	N/A	System-generated; based on the PM NAID associated with the transmittal selected. Display only.
Payment Type	N/A	System-generated; based on the transmittal selected. Display only. ***Note***: *All M&M Bills are Prompt (P) payment type (P).*
Transmittal	N/A	System-generated; based on the transmittal selected. Display only.
Prompt Start/Discount-date	N/A	System-generated; based on the payment type for the transmittal selected. Display only. ***Note***: *Use the Property Manager Bill (CMPB) screen, illustrated and described under* ***Property Manager Bill (CMPB) Data Screen****, to modify this date.*
Transmittal Due-date	N/A	System-generated; when the data screen is successfully committed. Display only.
Discount Percent	N/A	System-generated; based on the contract. Display only.
Discount Amount	N/A	System-generated; based on the contract. Display only..
Transmittal Total	N/A	System-generated; based on the contract. Display only.

Table 4-13 Property Manager Transmittal (CMTR) Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
Penalty Amount	N/A	System-generated; calculation based on the dates when the transmittal status changes to Approved to be Paid status, if applicable. Display only.
No of Bills	N/A	System-generated; based on the approved bill. Display only.
Net Amount	N/A	System-generated; based on the approved bill. Display only
Reject Code(5)	N/A	System-generated; from the current status. Display only.
Check/EFT Flag	N/A	System-generated; default is: • *C* for Check Payment unless there is active ABA Bank information in SAMS for the payee. • E for Electronic Funds Transfer if there is active ABA Bank information in SAMS for the payee.
*Current Status	2 alphabetic characters	When the GTM has approved the M&M Bill, in ***review*** mode (RCMTR screen), the ***GTR*** enters: • *?* and presses the <**ENTER**> key for the Lookup screen • *PA* (preliminary acceptance) to promote the transmittal from *OP* status • *CA* to indicate that the transmittal is cancelled, if the transmittal has not yet reached Approved to be Paid status. **Note***: The M&M bills associated with this transmittal are removed when the transmittal is placed in CA status.* *OP to reopen a transmittal previously in RJ (rejected) status so that it can be corrected.*

Table 4-13 Property Manager Transmittal (CMTR) Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
Current Status (continued)		In ***approve*** mode (PCMTR screen), **Disbursement Service Center** or ***ACO personnel*** enter: • *AP* to indicate that the transmittal is approved for payment • *RJ* to indicate that the transmittal is rejected and to signal its return to the HOC Area ***Note**: Reserved transmittal codes that **may not** be entered or selected are DB (Disbursement Requested), PD (Check Issued), EF (EFT payment complete), or CC (Check Cleared). These codes are reserved and are populated by the SAMS system.* ***Caution**: Reserved transmittal status codes that **may not** be entered or selected are DB (Disbursement Requested), PD (Check Issued), EF (EFT payment complete) and CC (Check Cleared). These codes are reserved and are populated by the SAMS system.*
		System-generated; default is *OP* (open/in progress) when the transmittal is created.
Status Date	8 alphanumeric characters	**[REQUIRED]** Enter the status date (if not generated by the system when the status is changed). The GTR, Disbursement Service Center, and ACO staff update this field to indicate transmittal GTR or ACO approval..
		System-generated; when the status is changed automatically by the system.
Comment	50 alphanumeric characters	Enter a comment, if desired. If no comment is entered, the system uses the description associated with the current status.
		System-generated; if no comment is entered, the default for this field is the current status description.
Preparer	N/A	System-generated; based upon the Logon ID. Display only.
Reviewer	N/A	System-generated; based upon the Logon ID. Display only.

Table 4-13 Property Manager Transmittal (CMTR) Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
Approver	N/A	System-generated; based upon the Logon ID. Display only.
Locator	12 alphanumeric characters	[**REQUIRED**]; in the ***approve*** mode. Enter the locator code. **Note**: *This data field is restricted to authorized Disbursement Service Center personnel.*
Final Approver		System-generated; based on the Logon ID of the approver.
GOTO Bill	1 alphabetic character **X**=CMPB screen	Enter *X* and press the <**ENTER**> key to review the bill associated with this transmittal on the Property Manager Bill (CMPB) screen, illustrated and described under **Property Manager Bill (CMPB) Data Screen** which displays data associated with this transmittal. **Note***:* *Only one GOTO option can be selected at a time. If an X is entered in the GOTO Status or GOTO Reject fields, this field must be blank.*
GOTO Status	1 alphabetic character **X**=APTS screen	Enter *X* and press the <**ENTER**> key to review the current and past status of this transmittal. on the Transmittal Status (APTS) screen, illustrated and described under **Transmittal Status (APTS) Query Screen**. **Note***:* *Only one GOTO option can be selected at a time. If an X is entered in the GOTO Bill or GOTO Reject fields, this field must be blank.*
GOTO Reject	1 alphabetic character X=APRT screen	Enter *X* and press the <**ENTER**> key to review the reason(s) why this transmittal has been rejected. *Result:* The system displays the Rejected Transmittal (APRT) screen, illustrated and described under **Rejected Invoice Transmittal Summary (APRT) Data Screen.** **Note***:* *Only one GOTO option can be selected at a time. If an X is entered in the GOTO Status or GOTO Bill fields, this field must be blank.*

Table 4-13 Property Manager Transmittal (CMTR) Procedure Table, continued

<table>
<tr><th>DATA FIELD</th><th>VALID ENTRIES</th><th>DESCRIPTION</th></tr>
<tr><td colspan="3"><i>To commit the modification or approval of the data on this screen, press</i> the <ENTER> key.
<i>Note</i>: <i>This screen must be committed before a GOTO router can be selected.</i>
Result: <i>The system displays an appropriate error message or the successful completion message. Press the <ENTER> key again to clear any message before attempting to:</i>
• <i>review</i> <i>or</i> <i>approve</i> <i>the displayed M&M Bills transmittal</i>
• <i>modify</i> <i>or change the Current Status of the displayed M&M Bills transmittal</i>
• <i>retrieve another M&M Bills transmittal to</i> <i>review</i>, <i>modify</i>, <i>or</i> <i>approve</i>
• <i>exit this screen</i>
<i>Note</i>: <i>If an error message displays, make the necessary corrections and press the <ENTER> key again to clear the error message.</i></td></tr>
</table>

4.4 All Disbursements

Introduction

This section identifies and describes the disbursement screens common to all transmittals, regardless of transmittal type. These screens are used to display invoice, tax, or M&M bill information and allow authorized personnel to:

- Reclassify disbursements that contain erroneous or inaccurate information
- Reject incomplete or inaccurate disbursement requests that have been submitted for payment
- Research and monitor the status of disbursements
- Research, monitor, and void checks issued by SAMS

Disbursements Processing Tasks

Two (2) processing tasks associated with disbursements regardless of the transmittal type (i.e., invoice transmittals, M&M bill transmittals, tax transmittals) are:

Task 1: Monitor the Status of Disbursements

Task 2: Monitor Payments Issued by SAMS

Disbursements Processing Screens

The disbursements screens presented in this section may be used to:

- Reject incomplete or inaccurate disbursements created and approved by M&M office staff and submitted to the Disbursement Service Center for payment
- Locate transmittals by transmittal status or by payee

Data Screen

The following data screen is described in this section:

• Rejected Invoice Transmittal	APRT

Query Screens

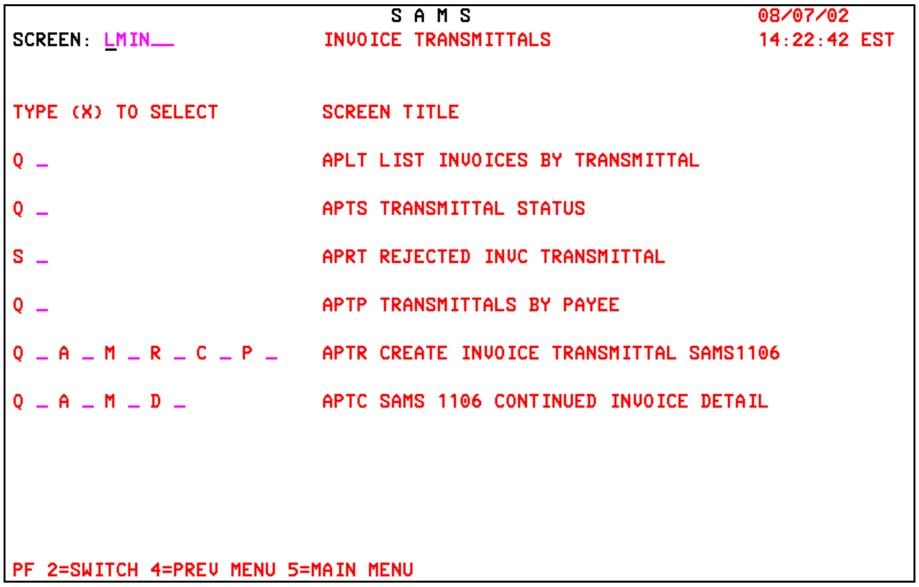
The following query screens are described in this section:

• Transmittal Status	APTS
• Transmittals by Payee	APTP

Menu

The disbursement screens discussed in this section are located on the Invoice Transmittals (LMIN) menu, illustrated in Figure 4-25, may be accessed by either:

- Entering an *X* in the selection field for the *Invoice Transmittals* option on the SAMS Disbursements Menu (LMCD) and pressing the <**ENTER**> key
- Entering *LMIN* in the <u>Screen</u> field in the upper left-hand corner of a screen using the Expert mode and pressing the <**F2**> key.



```
                                  S A M S                         08/07/02
SCREEN: LMIN__                INVOICE TRANSMITTALS                14:22:42 EST


TYPE (X) TO SELECT            SCREEN TITLE

Q _                           APLT LIST INVOICES BY TRANSMITTAL

Q _                           APTS TRANSMITTAL STATUS

S _                           APRT REJECTED INVC TRANSMITTAL

Q _                           APTP TRANSMITTALS BY PAYEE

Q _ A _ M _ R _ C _ P _       APTR CREATE INVOICE TRANSMITTAL SAMS1106

Q _ A _ M _ D _               APTC SAMS 1106 CONTINUED INVOICE DETAIL





PF 2=SWITCH 4=PREV MENU 5=MAIN MENU
```

Figure 4-25 Invoice Transmittals (LMIN) Screen

Menu Screen Options

From the Invoice Transmittals (LMIN) menu:

- To ***add***, ***modify***, or ***delete*** a code that represents the reason(s) that a transmittal is rejected and returned to the originating HOC office for correction, approval, and resubmission; select the summary (add, modify, delete) mode of the *APRT Rejected Invoice Transmittal* option and press the <**ENTER**> key. For detailed instructions refer to **Rejected Invoice Transmittal Summary (APRT) Data Screen**.
- To ***locate*** (***query***) a transmittal by status select the query mode of the APTS Transmittal Status option and press the <**ENTER**> key. For detailed instructions refer to **Transmittal Status (APTS) Query Screen**.
- To ***locate*** (***query***) a transmittal by payee (vendor) select the query mode of the APTP Transmittals by Payee option and press the <**ENTER**> key. For detailed instructions refer to **Transmittals By Payee (APTP) Query Screen**.

Rejected Invoice Transmittal Summary (APRT) Data Screen

The Rejected Invoice Transmittal Summary (APRT) data screen, illustrated in Figure 4-26, allows authorized GTM, GTR, ACO, and Disbursement Service Center personnel to add a reject code that represents the reason(s) that an invoice or M&M bill transmittal is being rejected. Once the transmittal is rejected, it is returned to the originating HOC office for correction, approval, and resubmission.

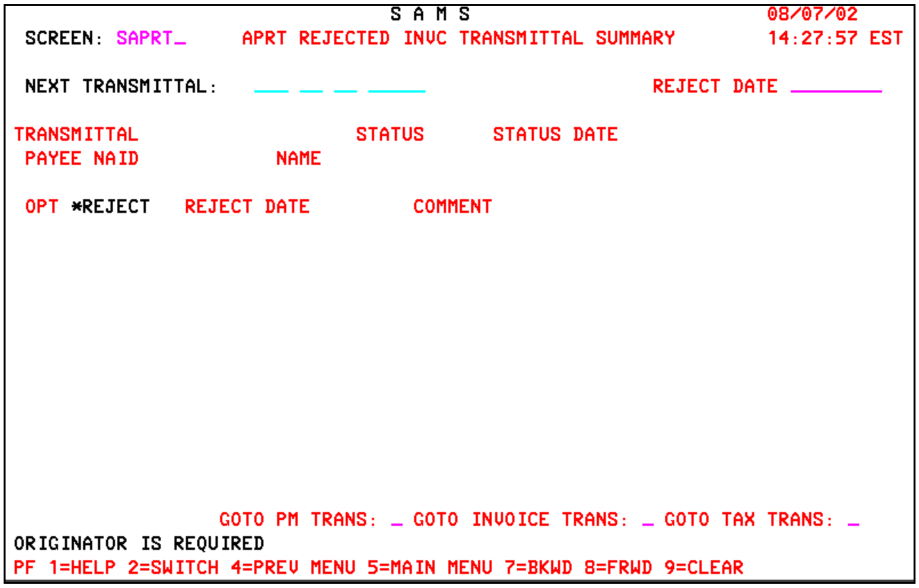
Before You Begin

Gather this information before using the Rejected Invoice Transmittal Summary (APRT) screen:

- Transmittal in *RJ* (rejected) status
- **SAMS 1106** form, tax transmittal, or M&M bill transmittal

Note

Transmittal status **must** be changed to *RJ* (rejected) on the SAMS 1106 Invoice Transmittal Summary (APTR), Tax Transmittal (TXTR), or the M&M Bill Transmittal (CMTR) screens.



```
                                S A M S                              08/07/02
 SCREEN: SAPRT_     APRT REJECTED INVC TRANSMITTAL SUMMARY           14:27:57 EST

 NEXT TRANSMITTAL:   ___ __ __ _____                      REJECT DATE ________

TRANSMITTAL                    STATUS      STATUS DATE
 PAYEE NAID              NAME

 OPT *REJECT   REJECT DATE          COMMENT











                    GOTO PM TRANS: _ GOTO INVOICE TRANS: _ GOTO TAX TRANS: _
ORIGINATOR IS REQUIRED
PF 1=HELP 2=SWITCH 4=PREV MENU 5=MAIN MENU 7=BKWD 8=FRWD 9=CLEAR
```

Figure 4-26 Rejected Invoice Transmittal Summary (SAPRT) Screen

Data Screen Options

Authorized SAMS users (GTMs, GTRs, ACO, or Disbursement Service Center personnel) access the Rejected Invoice Transmittal Summary (APRT) screen to enter the reason code for the rejected transmittal in one of several ways:

- Select the *Rejected Invc Transmittal* option from the Invoice Transmittals (LMIN) submenu summary mode
- Change the Transmittal Status to *RJ* on the SAMS 1106 Invoice Transmittal (APTR) screen, Tax Transmittal (TXTR), or the Property Manager Transmittal (CMTR) screen
- Enter *X* in the GOTO Reject router field on the SAMS 1106 Invoice Transmittal (APTR) screen, Tax Transmittal (TXTR), or the Property Manager Transmittal (CMTR) screen
- To ***enter*** or ***modify*** the reject code for a transmittal, enter *SAPRT* in the Screen field and press the <**F2**> key

Procedure Table

Follow the instructions in Table 4-14 Rejected Invoice Transmittal Summary (APRT) Procedure Table to reject a transmittal or identify why the payment was rejected for a specific transmittal:

Table 4-14 Rejected Invoice Transmittal Summary (APRT) Procedure Table

DATA FIELD	VALID ENTRIES	DESCRIPTION
Next Transmittal	12 alphanumeric characters	**[REQUIRED]** Enter the desired transmittal number when accessing this screen from the menu or through the expert mode. .
		System-generated; when the screen is accessed using a GOTO router.
Reject Date	N/A	System-generated based on when the transmittal status was changed to *RJ* (rejected), if applicable.
If this screen was entered from the menu or via the expert mode, press the <**F2**> *key.* **Result**: *The system retrieves and displays the available values for the fields identified here.*		
Transmittal	N/A	System-generated; base on the entry in the Next Transmittal field.
Status	N/A	System-generated; base on the entry in the Next Transmittal field. This field identifies the current status of the transmittal.
Status Date	N/A	System-generated; base on the entry in the Next Transmittal field. This field identifies the current status date.
Payee NAID	N/A	System-generated; from the Create Invoice Transmittal SAMS1106 (APTR) screen.

Table 4-14 Rejected Invoice Transmittal Summary (APRT) Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
Name	N/A	System-generated; based on the entry in the Next Transmittal field. This field identifies the payee by name.
Opt	1 alphabetic character **A** = Add **M** = Modify **D** = Delete	Enter the option desired. **Note**: *Up to five (5) reject codes per date can be added at a time in the Reject field. Press the <**ENTER**> key to commit.* ***Note***: *The only field accessible in the **modify** mode is Comment.*
*Reject	2 alphanumeric characters	**[REQUIRED]** In the ***add*** mode, enter the appropriate reject code or enter *?* and press the <**ENTER**> key for the Lookup screen.
		System-generated; in the ***locate*** (***query***) , ***modify***, and ***delete*** modes.
Reject Date	N/A	System-generated; identifies the date the transmittal was placed in reject status.
Comment	70 alphanumeric characters	Enter a comment, if desired. The system provides the description associated with the code entered in the Reject field if no comment is entered
		System-generated; if no comment is entered. The default value for this field is the description associated with the code entered in the Reject field.
GOTO PM Trans	1 alphabetic character **X**=CMTR screen	Enter *X* and press the <**ENTER**> key to display the Property manager Transmittal (CMTR) screen, illustrated and described under **Property Manager Transmittal (CMTR) Data Screen**. **Note***:* *Only one GOTO option can be selected at a time. If an X is entered in the GOTO Tax Trans or GOTO Invoice Trans fields, this field must be blank.*
GOTO Invoice Trans	1 alphabetic character **X**=APTR screen	Enter *X* and press the <**ENTER**> key to display the Create Invoice Transmittal SAMS1106 (APTR) screen, illustrated and described under **Create Invoice Transmittal (APTR) Data Screen.** **Note***:* *Only one GOTO option can be selected at a time. If an X is entered in the GOTO Tax Trans or GOTO PM Trans fields, this field must be blank.*

Table 4-14 Rejected Invoice Transmittal Summary (APRT) Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
GOTO Tax Trans	1 alphabetic character X=TXTR screen	Enter *X* and press the <**ENTER**> key to display the Tax Transmittal (TXTR) screen, illustrated and described under **Tax Transmittal (TXTR) Data Screen**. **Note**: *Only one GOTO option can be selected at a time. If an X is entered in the GOTO PM Trans or GOTO Invoice Trans fields, this field must be blank.*

To commit the addition, modification, or deletion of reject codes associated with a transmittal, press the <**ENTER**> *key*.

Result: *The system displays an error message or the successful completion message. Press the <**ENTER**> key again to clear this message before attempting to:*

- *Add a reject code*
- *Modify a reject code*
- *Delete another reject code*
- *Use a GOTO router*
- *Exit this screen*

***Note**: This screen must be committed before a GOTO router is selected.*

***Note**: If an error message displays, make the necessary corrections and press the <**ENTER**> key again to clear the error message.*

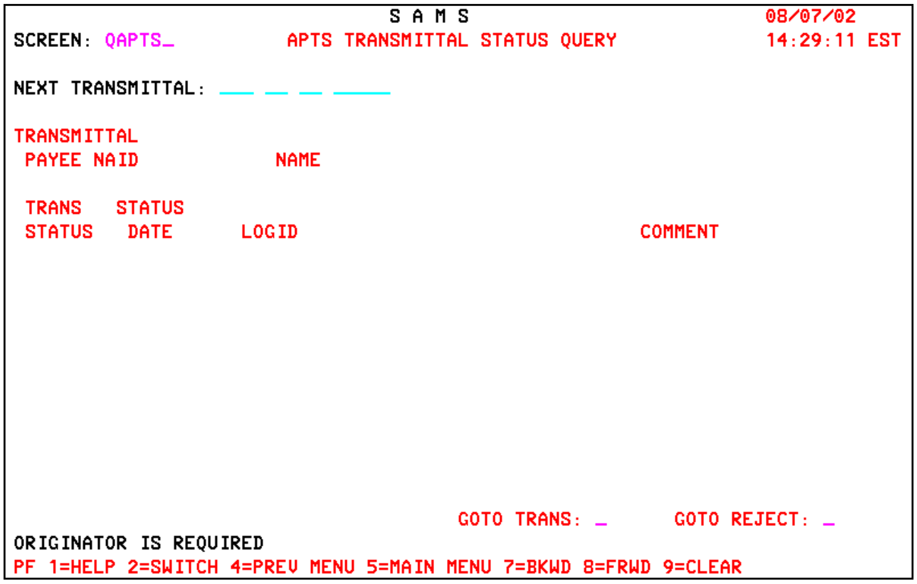
Transmittal Status (APTS) Query Screen

The Transmittal Status (APTS) query screen, illustrated in Figure 4-27, identifies the history or movement of a transmittal through the various states of the disbursement process (i.e., status codes for the transmittal number entered).

Before You Begin

Gather this information before using the Transmittal Status (APTS) screen:

- The transmittal number



```
                                  S A M S                               08/07/02
SCREEN: QAPTS_         APTS TRANSMITTAL STATUS QUERY                    14:29:11 EST

NEXT TRANSMITTAL: ___ __ __ _____

TRANSMITTAL
 PAYEE NAID             NAME

 TRANS   STATUS
 STATUS   DATE      LOGID                                  COMMENT









                                         GOTO TRANS: _      GOTO REJECT: _
ORIGINATOR IS REQUIRED
PF 1=HELP 2=SWITCH 4=PREV MENU 5=MAIN MENU 7=BKWD 8=FRWD 9=CLEAR
```

Figure 4-27 Transmittal Status (QAPTS) Query Screen

Data Screen Options

On the Transmittal Status (APTS) screen:

- To **locate** (**query**) a transmittal, enter *QAPTS* in the <u>Screen</u> field and press the <**F2**> key
- To **identify the status** of a transmittal, enter *QAPTS* in the <u>Screen</u> field and press the <**F2**> key.

Procedure Table Follow the instructions in Table 4-15 Transmittal Status (APTS) Procedure Table to search for or find the status of a specific transmittal:

Table 4-15 Transmittal Status (APTS) Procedure Table

DATA FIELD	VALID ENTRIES	DESCRIPTION
Next Transmittal	12 alphanumeric characters	**[REQUIRED]** Enter the identification number for the transmittal to be located.
*Press the <***F2***> key.* Result: *The system retrieves and displays the available values for the fields identified here.*		
Transmittal	N/A	System-generated; based on the entry in the Next Transmittal field.
Payee NAID	N/A	System-generated; based on the entry in the Next Transmittal field. This field identifies the vendor from the NAID associated with the transmittal accessed.
Name	N/A	System-generated; based on the entry in the Next Transmittal field. This field displays the vendor name associated with the entry in the Payee NAID field.
Trans Status	N/A	System-generated; based on the entry in the Next Transmittal field. This field identifies the current and historical status of the transmittal. The statuses are displayed in chronological order with the most current transmittal status at the top of the list and the oldest transmittal status at the bottom of the list.
Status Date	N/A	System-generated; based on the entry in the Next Transmittal field.
LogID	N/A	System-generated; based on the entry in the Next Transmittal field. This field identifies the user (based on the User Logon) or batch process that changed the status displayed in the Trans Status field.
Comment	N/A	System-generated; based on the entry in the Next Transmittal field. This field displays the comment entered by the user or the system-generated comment from the Rejected Invoice Transmittal Summary (APRT) data screen described in **Rejected Invoice Transmittal Summary (APRT) Data Screen**.

Table 4-15 Transmittal Status (APTS) Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
GOTO Trans	1 alphabetic character **X**=Transmittal screen	Enter *X* and press the <**ENTER**> key to display, depending upon the transmittal selected, the Tax Transmittal (TXTR) or Property Manager Transmittal (CMTR) screen, illustrated and described under **Tax Transmittal (TXTR) Data Screen** or **Property Manager Transmittal (CMTR) Data Screen**, respectively. **Note***:* *Only one GOTO option can be selected at a time. If an X is entered in the GOTO Reject fields, this field must be blank.*
GOTO Reject	1 alphabetic character **X**=APRT screen	Enter *X* and press the <**ENTER**> key to display the Rejected Invoice Transmittal Summary (APRT) screen, illustrated and described under **Rejected Invoice Transmittal Summary (APRT) Data Screen**. **Note***:* *Only one GOTO option can be selected at a time. If an X is entered in the GOTO Trans fields, this field must be blank.*

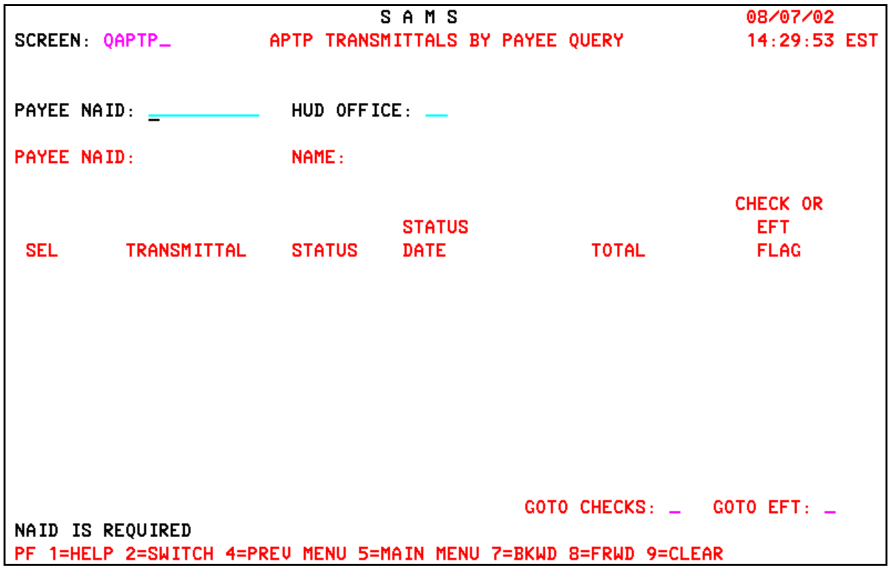
Transmittals By Payee (APTP) Query Screen

Transmittals by Payee (APTP) query screen, illustrated in Figure 4-28, displays all of the transmittals associated with a specific payee (vendor) when the identifier (NAID) for that payee is entered.

Before You Begin

Gather this information before using the Transmittals by Payee (APTP) screen:

- The payee NAID



```
                                    S A M S                                 08/07/02
SCREEN: QAPTP_           APTP TRANSMITTALS BY PAYEE QUERY                   14:29:53 EST


PAYEE NAID: __________      HUD OFFICE: __

PAYEE NAID:                 NAME:

                                                                          CHECK OR
                                      STATUS                                 EFT
 SEL       TRANSMITTAL      STATUS    DATE               TOTAL              FLAG










                                                     GOTO CHECKS: _    GOTO EFT: _
NAID IS REQUIRED
PF 1=HELP 2=SWITCH 4=PREV MENU 5=MAIN MENU 7=BKWD 8=FRWD 9=CLEAR
```

Figure 4-28 Transmittals by Payee (QAPTP) Query Screen

Data Screen Options

On the Transmittals By Payee (APTP) screen:

- To ***locate*** (***query***) all of the transmittals associated with a specific payee, enter *QAPTP* in the <u>Screen</u> field and press the <**F2**> key.

Procedure Table Follow the instructions in Table 4-16 Transmittals by Payee (APTP) Procedure Table to find all of the transmittals associated with a specific payee using its NAID:

Table 4-16 Transmittals by Payee (APTP) Procedure Table

DATA FIELD	VALID ENTRIES	DESCRIPTION
Payee NAID	10 alphanumeric characters	**[REQUIRED]** Enter the payee NAID.
HUD Office	2 alphanumeric characters	**[REQUIRED]** Enter the HUD Office code.
*Press the <***F2***> key.* **Result**: *The system retrieves and displays the available values for the fields identified here.*		
Payee NAID	N/A	System-generated; based on the search criteria entered in the Payee NAID and HUD Office key line fields.
Name	N/A	System-generated; based on the search criteria entered in the Payee NAID and HUD Office key line fields. This field displays the name associated with the NAID displayed in the Payee NAID field.
Sel	1 alphabetic character X=Transmittal screen	Enter *X* and press the <**ENTER**> key. **Result**: *The system automatically displays the transmittals associated with the NAID displayed in the Payee NAID field:* • ***Invoice*** *transmittals display on the List Transmittal (APLT) screen, illustrated and described under* ***List Invoices By Transmittal Query (APLT) Screen*** • ***M&M bill*** *transmittals displays on the Property Manager Bill (CMPB) screen, illustrated and described under* ***Property Manager Bill (CMPB) Data Screen*** • ***Tax*** *transmittals display on the Tax Transmittal (TXTL) screen, illustrated and described under* ***Tax Transmittal (TXTL) Query Screen***
Transmittal	N/A	System-generated; based on the search criteria entered in the Payee NAID and HUD Office key line fields. The most recent transmittal displays first.
Status	N/A	System-generated; based on the search criteria entered in the Payee NAID and HUD Office key line fields.
Status Date	N/A	System-generated; based on the search criteria entered in the Payee NAID and HUD Office key line fields.

Table 4-16 Transmittals by Payee (APTP) Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
Total	N/A	System-generated; based on the search criteria entered in the Payee NAID and HUD Office key line fields.
Check or EFT Flag		System-generated; based on the search criteria entered in the Payee NAID and HUD Office key line fields.
GOTO Checks	1 alphabetic character **X**=CDCL screen	Enter *X* and press the <**ENTER**> key to displays the Check By Payee (CDCL) screen, illustrated and described under **Check By Payee (CDCL) Query Screen**. **Note**: *Only one GOTO option can be selected at a time. If an X is entered in the GOTO EFT field, this field must be blank.*
GOTO EFT	1 alphabetic character **X**=EFTP screen	Enter *X* and press the <**ENTER**> key. to display the EFT By Payee (EFTP) screen, illustrated and described under **EFT By Payee (EFTP) Query Screen** **Note**: *The Payee NAID and HUD Office entered will be retained when routing to the EFTP.* **Note**: *Only one GOTO option can be selected at a time. If an X is entered in the GOTO Checks field, this field must be blank.*

4.5 Direct Disbursements

Introduction

In this document, direct disbursements refer to special transactions HUD needs to journalize in SAMS, usually intra-agency or inter-agency transfers of funds. These disbursements are handled manually by the authorized accounting personnel. While the payment is **not** initiated through the SAMS check and EFT processes, a record of the payment must be reflected in SAMS. These disbursements are recorded through the Direct Disbursement (CLDD) data screen.

Direct Disbursements Processing Tasks

There are two (2) processing tasks associated with direct disbursements:

Task 1: Add a Direct Disbursement

Task 2: Locate a Batch

Direct Disbursements Processing Screen

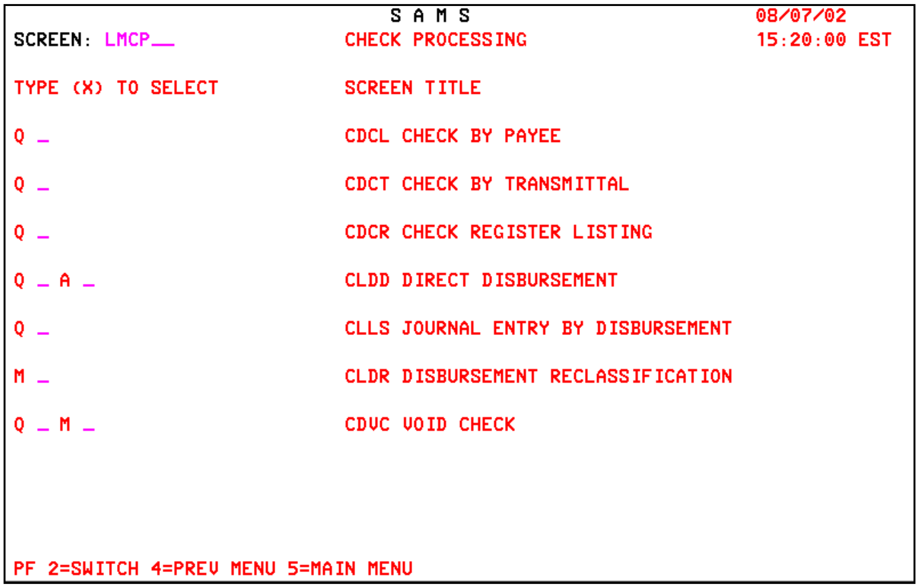
The Direct Disbursement screen presented in this section is used to locate or add a batch disbursement or to record a payment made outside of SAMS (i.e., intra-agency transfer, inter-agency transfer):

- Direct Disbursement..CLDD

Menu Screen

The Direct Disbursement screen discussed in this section is located on the Check Processing (LMCP) menu, illustrated in Figure 4-29. To access the Check Processing (LMCP) menu either:

- Enter an *X* in the selection field for the *Check Information* option on the SAMS Disbursements menu (LMCD) and press the <**ENTER**> key
- Enter *LMCP* in the <u>Screen</u> field in the upper left-hand corner of a screen using the Expert mode and press the <**F2**> key



```
                            S A M S                            08/07/02
SCREEN: LMCP__              CHECK PROCESSING                   15:20:00 EST

TYPE (X) TO SELECT          SCREEN TITLE

Q _                         CDCL CHECK BY PAYEE

Q _                         CDCT CHECK BY TRANSMITTAL

Q _                         CDCR CHECK REGISTER LISTING

Q _ A _                     CLDD DIRECT DISBURSEMENT

Q _                         CLLS JOURNAL ENTRY BY DISBURSEMENT

M _                         CLDR DISBURSEMENT RECLASSIFICATION

Q _ M _                     CDVC VOID CHECK




PF 2=SWITCH 4=PREV MENU 5=MAIN MENU
```

Figure 4-29 Check Processing (LMCP) Screen for Direct Disbursements

Menu Screen Options

From the Check Processing (LMCP) menu, select the appropriate mode for the *CLDD Direct Disbursement* option and press the <**ENTER**> key to ***locate*** (***query***) or ***add*** direct disbursement information. For detailed instructions refer to **Direct Disbursement (CLDD) Data Screen**.

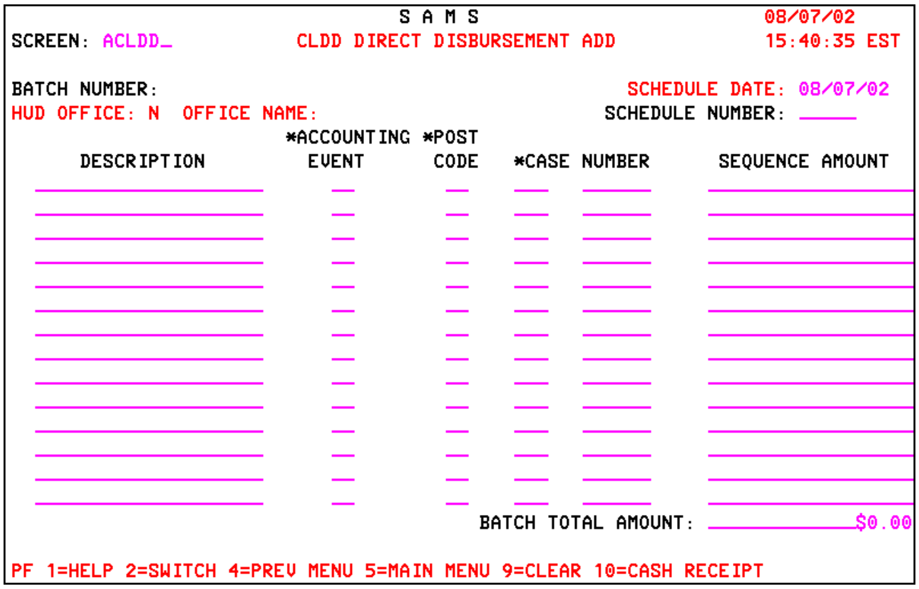
Direct Disbursement (CLDD) Data Screen

The Direct Disbursement (CLDD) data screen, illustrated in Figure 4-30, allows authorized accounting personnel to post disbursements made outside of SAMS. It is not used to initiate payment, but to record a payment that has already been made. This screen is normally used to record a payment that is the result of an intra-agency or inter-agency transfer.

Before You Begin

Gather this information before using the Direct Disbursement (CLDD) screen:

- The direct disbursement documentation from the Cash Management Branch



```
                                 S A M S                           08/07/02
SCREEN: ACLDD_            CLDD DIRECT DISBURSEMENT ADD             15:40:35 EST

BATCH NUMBER:                                         SCHEDULE DATE: 08/07/02
HUD OFFICE: N  OFFICE NAME:                         SCHEDULE NUMBER: _____
                        *ACCOUNTING *POST
      DESCRIPTION          EVENT     CODE   *CASE NUMBER     SEQUENCE AMOUNT
  ____________________      __        __    ___  ______     __________________
  ____________________      __        __    ___  ______     __________________
  ____________________      __        __    ___  ______     __________________
  ____________________      __        __    ___  ______     __________________
  ____________________      __        __    ___  ______     __________________
  ____________________      __        __    ___  ______     __________________
  ____________________      __        __    ___  ______     __________________
  ____________________      __        __    ___  ______     __________________
  ____________________      __        __    ___  ______     __________________
  ____________________      __        __    ___  ______     __________________
  ____________________      __        __    ___  ______     __________________
  ____________________      __        __    ___  ______     __________________
  ____________________      __        __    ___  ______     __________________
  ____________________      __        __    ___  ______     __________________
                                      BATCH TOTAL AMOUNT: _____________$0.00

PF 1=HELP 2=SWITCH 4=PREV MENU 5=MAIN MENU 9=CLEAR 10=CASH RECEIPT
```

Figure 4-30 Direct Disbursement Add (QCLDD) Data Screen

Data Screen Options

On the Direct Disbursement (CLDD) screen:

- To ***locate*** (***query***) a batch, enter *QCLDD* in the Screen field and press the <**F2**> key.
- To ***add*** a batch and record a disbursement in the SAMS General Ledger without issuing a payment, enter *ACLDD* in the Screen field and press the <**F2**> key.

Note

The Direct Disbursement (CLDD) screen allows a maximum of fourteen (14) entries at a time for a schedule. The user **must** press the <**ENTER**> key to commit the first fourteen (14) entries before continuing to add entries to the same schedule.

Procedure Table Follow the instructions in Table 4-17 Direct Disbursement (CLDD) Procedure Table to find or add a batch disbursement or record a disbursement or payment made outside of SAMS:

Table 4-17 Direct Disbursement (CLDD) Procedure Table

DATA FIELD	VALID ENTRIES	DESCRIPTION
Batch Number	10 numeric characters	**[REQUIRED]** In the ***locate (query)*** mode, enter the desired Batch Number.
	START HERE	System-generated; in the ***add*** mode, defaults to *0000000000* until the screen is committed. Skip this field in the ***add*** mode.
Schedule Date	8 alphanumeric characters Format: **mm/dd/yyyy**	System-generated; default is the current system date. .
		This field can be modified in the ***add*** and ***locate*** (***query***) modes. Enter the corresponding schedule date
*In the **locate (query)** mode, press the <**F2**> key.* **Result**: *The system retrieves and displays the available values for the fields identified here.*		
HUD Office	2 alphanumeric characters	System-generated; based on the user Logon.
		This field may be modified to reflect the HOC area (M&M) for the direct disbursement batch.
Office Name	N/A	System-generated; based on the HOC area (M&M) in the HUD Office field.
Schedule Number	5 numeric characters	**[REQUIRED]** In the ***add*** mode, enter the schedule number. System-generated in the ***locate*** (***query***) mode.
Description	20 alphanumeric characters	**[REQUIRED]** In the ***add*** mode, enter a description. Descriptions can include free-form text regarding the type of receipt. System-generated in the ***locate*** (***query***) mode.
*Accounting Event	2 alphanumeric characters	**[REQUIRED]** In the ***add*** mode, enter the accounting event or enter *?* and press the <**ENTER**> key for the Lookup screen. ***Note***: *Valid entries in the* **add** *mode are DD, 5D, and 8D.*
		System-generated in the ***locate*** (***query***) mode.
*Post Code	2 alphanumeric characters	**[REQUIRED]** In the ***add*** mode, enter the post code or enter *?* and press the <**ENTER**> key for the Lookup screen.
		System-generated in the ***locate*** (***query***) mode.

Table 4-17 Direct Disbursement (CLDD) Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
*Case Number	9 numeric characters	**[REQUIRED]** In the ***add*** mode, enter the case number or enter *?* and press the <**ENTER**> key for the Lookup screen. In this field: • The first three characters are required to identify the HUD Office • The remaining characters are necessary if the post code is not allocable. If an allocable post code is entered, the first valid case number prefix must be used for the HUD Office. The other characters in the field are generated with ALLOCA. **Note**: *The case number* must *be valid for the HOC Area (M&M) entered.*
		System-generated in the ***locate*** (***query***) mode.
Sequence Amount	8 numeric characters	**[REQUIRED]** In the *add* mode, enter the sequence amount from the schedule. **Note**: *Repeat the above tasks, as necessary.*
		System-generated in the ***locate*** (***query***) mode.
Batch Total Amount	8 numeric characters	**[REQUIRED]** In the *add* mode, enter the batch total amount. This information is entered from the schedule. **Note**: *Negative values are permitted in this field.*
		System-generated in the ***locate*** (***query***) mode.

To commit the addition of a direct disbursement batch, press the <**ENTER**> *key.*

Result: *The system displays an error message or a successful completion message along with a confirmation message which states Batch direct disbursement number XXXX successfully created. Press the <**ENTER**> key again before attempting to:*

- *add another schedule*
- *continue to add entries for the same schedule*
- *exit this screen*

4.6 Check Payments

Introduction

After all disbursements (invoices, taxes, M&M Bills) are verified and transmittals are prepared and authorized; payments are issued to the vendors when the scheduled payment date arrives. Payment may be made by check or electronic funds transfer (EFT). This section describes the procedures involved for issuing payments to vendors by check as part of the Prepare and Issue Payments task. (Refer to **Section 4.7 - Electronic Funds Transfer Payments** for details on EFT payments.)

The disbursement check process is largely automated in SAMS. An automated SAMS process sets the Check/EFT flag on the Create Invoice Transmittal (APTR), Tax Transmittal (TXTR), or Property Manager Transmittal (CMTR) screens to *C* for check if there is no current and active American Bank Association (ABA) bank information registered in SAMS for the payee. This designates these transmittals for payment by check.

Note

If current and active ABA bank information is registered for the vendor in SAMS, the Check/EFT flag is set to E for electronic funds transfer. Refer to **Section 4.7 - Electronic Funds Transfer Payments** for details.

After transmittals are approved for payment by the Disbursement Service Center personnel, as illustrated in Figure 4-2, Figure 4-8, and Figure 4-19, the nightly SAMS disbursement cycle creates a file containing transmittal payments which are appropriately aged and approved to be paid by check. This file is downloaded to the Disbursement Service Center personnel for processing. Disbursement Service Center staff print, verify, and mail checks to payees. Check status is monitored by SAMS through updates from check processing and reports from HUD’s bank.

This section discusses the SAMS processes and screens used to:

- monitor check disbursement activity
- research individual checks
- void a particular check.

Check Payment Processing Tasks

There are four processing tasks in the SAMS disbursement check process. This process begins with the verification of a lack of valid American Banking Association (ABA) Bank information for individual payees. The process completes when a check has been issued for payment and clears the bank.

Task 1: Set Check/EFT Flag

Task 2: Approve Transmittal for Payment by Disbursement Service Center personnel

Task 3: Issue HUD Checks

Task 4: Void or Clear Checks

Task 1: Set Check/EFT Flag

On the Create Invoice Transmittal (APTR), Tax Transmittal (TXTR), and Property Manager Transmittal (CMTR) screens an automated SAMS process sets the Check/EFT flag to *C* indicating payment by check for Payees that do not have active ABA bank information on file with SAMS.

Task 2: Approve Transmittal for Payment by Disbursement Service Center

The Authorized Certifying Officer (ACO) reviews all disbursements submitted through transmittals. The ACO certifies that the disbursement is correct and proper for payment by signing the transmittal. If the disbursement is to be paid by check, the Disbursement Service Center personnel verify the authenticity of the ACO's signature and promote the transmittal to *AP* (approved to be paid) status using the *P* (approval) mode of the Create Invoice Transmittal (APTR), Tax Transmittal (TXTR) or Property Manager Transmittal (CMTR) screens. The transmittal is then scheduled for payment according to its pay by date.

Task 3: Issue HUD Checks

The nightly SAMS disbursement cycle creates a file with all transmittals that have been approved and appropriately aged depending on payment type. The Disbursement Service Center downloads the check file for processing.

Once a check has been numbered, issued, sent; and the transmittal promoted from AP (approved to be paid) status to DB (disbursed); a record of the payment remains in SAMS. The check records may be researched by using the Check by Payee (CDCL) screen, the Check by Transmittal (CDCT) screen, and the Check Register Listing (CDCR) screen.

Task 4: Void or Clear Checks

The check record in SAMS must be updated when a:

- **Check clears the bank**. Every day, HUD’s bank sends a file to HUD detailing the checks issued by HUD that have cleared the bank. The file is directly imported into the system through the First Union Bank interface (Refer to the **SAMS Automated Interfaces** section of **Chapter 1 – Introduction to SAMS** for details on the SAMS interfaces.) SAMS uses the imported file to change each of the check records to reflect the check cleared status.
- **Check is voided**. Checks may be voided only when they are in the O (outstanding) classification. M&M Contractor staff must complete a written request to the Service Contractor to have a check voided. The request must include: the check number, check issue date, payee, original transmittal number, and the requesting office's address and telephone number. The GTM or GTR can provide the requestor with the correct fax or email address for the Disbursement Service Center. Authorized Disbursement Service Center personnel use the Void Check (CDVC) screen to record the void check.

Task 4:
Void or Clear
Checks (continued)

- **Issue a New Check**. The process of voiding a check moves a transmittal to *RJ* (rejected) status. In order to issue a new check for the affected transmittal, the M&M user must move the transmittal from *RJ* (rejected) to *OP* (open/in progress) status, make any necessary corrections (such as entering additional penalties), and promote the transmittal status through the various levels. Transmittals with voided checks must be re-certified and sent to the Disbursement Service Center for approval and re-entry into the payment process.

Note

Transmittals over three (3) months old **must** be re-certified since the records have been sent to storage.

Check Payment Processing Screens

The disbursement check processing screens are used to research and monitor the status of checks issued to payees and recorded in SAMS. These screens allow the user to:

- void an outstanding check
- locate (query) the status of a check
- list all checks by check number (descending)
- identify checks issued by transmittal numbers
- identify a specific accounts payable journal entry by entering a journal entry ID number

Data Screens

The data screens presented in this section are:

• Void Check	CDVC
• Disbursement Reclassification	CLDR

Query Screens

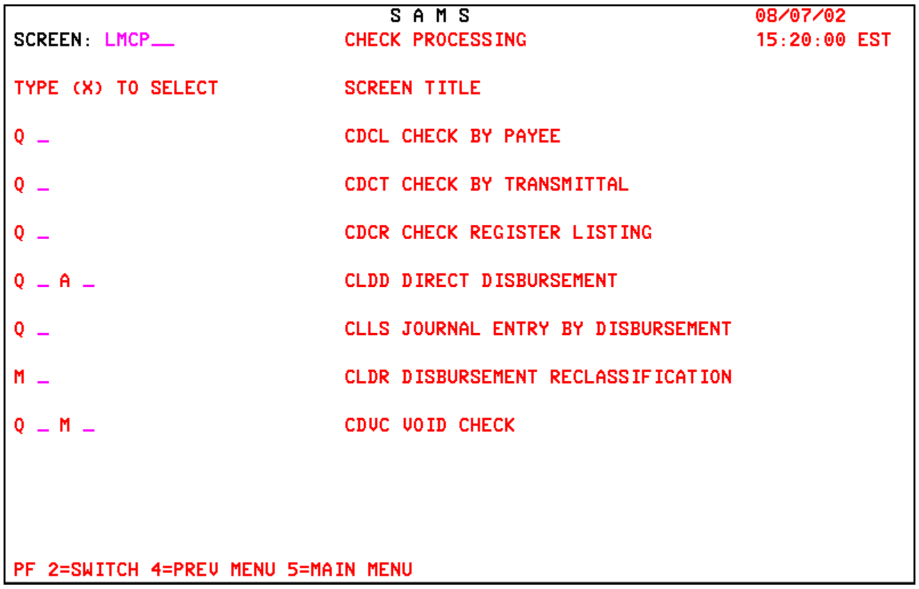
The query screens presented in this section are:

• Check By Payee	CDCL
• Check By Transmittal	CDCT
• Check Register Listing	CDCR
• Journal Entry by Disbursement Number	CLLS

Check Processing Menu

The disbursement check processing screens are located on the Check Processing (LMCP) submenu. The Check Processing (LMCP) submenu, illustrated in Figure 4-31, may be accessed by either:

- Entering an *X* in the selection field for the *Check Processing* option on the SAMS Disbursements Menu (LMCD) and pressing the <**ENTER**> key
- Entering *LMCP* in the Screen field in the upper left-hand corner of a screen using the Expert mode and pressing the <**F2**> key



```
                                 S A M S                         08/07/02
SCREEN: LMCP__                  CHECK PROCESSING                 15:20:00 EST

TYPE (X) TO SELECT              SCREEN TITLE

Q _                             CDCL CHECK BY PAYEE

Q _                             CDCT CHECK BY TRANSMITTAL

Q _                             CDCR CHECK REGISTER LISTING

Q _ A _                         CLDD DIRECT DISBURSEMENT

Q _                             CLLS JOURNAL ENTRY BY DISBURSEMENT

M _                             CLDR DISBURSEMENT RECLASSIFICATION

Q _ M _                         CDVC VOID CHECK




PF 2=SWITCH 4=PREV MENU 5=MAIN MENU
```

Figure 4-31 Check Processing (LMCP) Screen

Menu Screen Options

From the SAMS Check Processing (LMCP) menu:

- To ***locate*** (***query***) void check information or to void a check already issued through SAMS, select the appropriate mode for the CDVC Void Check option and press the <**ENTER**> key. For detailed instructions refer to **Void Check (CDVC) Data Screen**.
- To reclassify a disbursement, select the modify mode for the CLDR Disbursement Reclassification option and press the <**ENTER**> key. For detailed instructions refer to **Disbursement Reclassification (CLDR) Data Screen**.
- To ***locate*** (***query***) check information based on the payee, select the query mode for the CDCL Check by Payee option and press the <**ENTER**> key. For detailed instructions refer to **Check By Payee (CDCL) Query Screen**.
- To ***locate*** (***query***) check information by transmittal number, select the query mode for the CDCT Check by Transmittal option and press the <**ENTER**> key. For detailed instructions refer to **Check By Transmittal (CDCT) Query Screen**.
- To ***monitor*** the status of a check or to associate a check to a transmittal, select the query mode for the CDCR Check Register Listing option and press the <**ENTER**> key. For detailed instructions refer to **Check Register Listing (CDCR) Query Screen**.
- To ***locate*** (***query***) journal entries for a disbursement, select the query mode for the CLLS Journal Entry by Disbursement option and press the <**ENTER**> key. For detailed instructions refer to **Journal Entry Locate By Disbursement (CLLS) Query Screen**.

Void Check (CDVC) Data Screen

The Void Check (CDVC) data screen, illustrated in Figure 4-32, allows:

- Headquarters personnel to locate (query) void check information
- Authorized Disbursement Service Center personnel to void a check already issued through SAMS

The check must be in the outstanding (*O*) check status to be voided. Once voided, the system:

- reverses the corresponding accounts payable journal entries
- changes the status of the check to voided (*V*)
- changes the status of the corresponding transmittal to *RJ* (rejected)

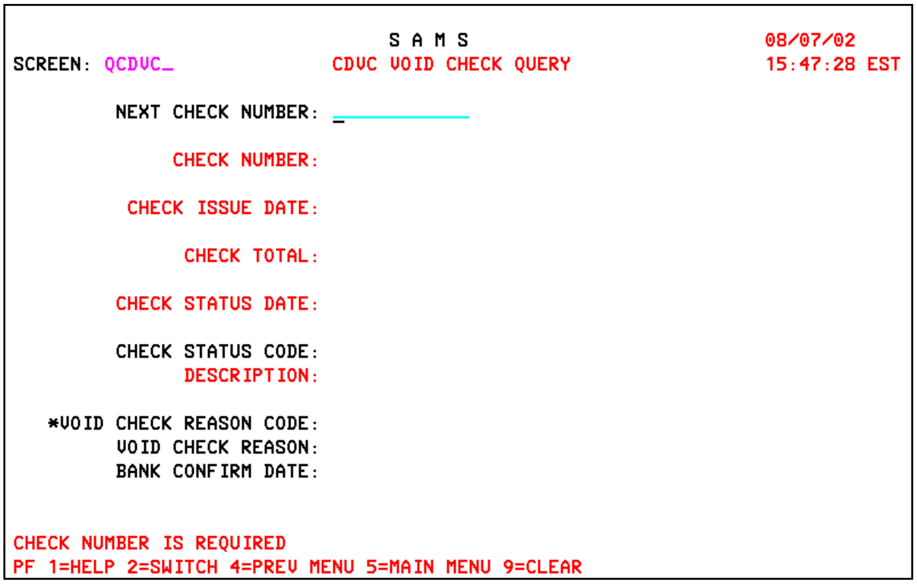
Before You Begin

Gather this information before using the Void Check (CDVC) screen:

- The check number for the check to be voided
- Verification that the status of the check to be voided is *O* (outstanding). In other words, a check that is in C (cleared) status or V (void) status cannot be voided.
- Confirmation from the Bank that the check has been voided and the date of the voiding action.

Note

Checks in cleared (*C*) status cannot be voided.



```
                                   S A M S                          08/07/02
SCREEN: QCDVC_                CDVC VOID CHECK QUERY                 15:47:28 EST

         NEXT CHECK NUMBER: _

              CHECK NUMBER:

          CHECK ISSUE DATE:

               CHECK TOTAL:

         CHECK STATUS DATE:

         CHECK STATUS CODE:
               DESCRIPTION:

   *VOID CHECK REASON CODE:
         VOID CHECK REASON:
         BANK CONFIRM DATE:


CHECK NUMBER IS REQUIRED
PF 1=HELP 2=SWITCH 4=PREV MENU 5=MAIN MENU 9=CLEAR
```

Figure 4-32 Void Check (QCDVC) Query Screen

Data Screen Options

On the Void Check (CDVC) screen:

- To ***locate*** (***query***) a void check, enter *QCDVC* in the Screen field and press the <**F2**> key.
- To ***modify*** (***void***) a check, enter *MCDVC* in the Screen field and press the <**F2**> key.

Procedure Table

Follow the instructions in Table 4-18 Void Check (CDVC) Procedure Table to locate and void an outstanding check:

Table 4-18 Void Check (CDVC) Procedure Table

DATA FIELD	VALID ENTRIES	DESCRIPTION
Next Check Number	12 numeric characters	**[REQUIRED]** Enter the check number.
*Press the <**F2**> key.* **Result**: *In both **locate** (**query**) and **modify** modes, the system retrieves and displays the available values for the fields identified here.*		
Check Number	N/A	System-generated; based on the entry in the Next Check Number key line field.
Check Issue Date	N/A	System-generated; based on the entry in the Next Check Number key line field. The entry in this field refers to the date the check was cut by the Disbursement Service Center personnel and reflected as the outstanding status date.
Check Total	N/A	System-generated; based on the entry in the Next Check Number key line field. The entry in this field reflects the amount for which the check was written.
Check Status Date	N/A	System-generated; based on the entry in the Next Check Number key line field. This field reflects the date of the last status change for a check.
Check Status Code	1 alphabetic character O = Outstanding V = Void	**[REQUIRED]** In the ***modify*** mode, enter *V* to void the check. Only a check in *O* (outstanding) status can be voided. The current status will be displayed by default.
Description	N/A	System-generated; based on the entry in the Next Check Number key line field. This field displays the description associated with the code entered in the Check Status Code field.
Void Check Reason Code	2 numeric characters	**[REQUIRED]** In the ***modify*** mode. Enter a valid code or enter a *?* and press the <**ENTER**> key to access the Void Check Reason (VCRL) Lookup screen.
Void Check Reason	N/A	System-generated; based on the entry in the Void Check Reason Code field.

Table 4-18 Void Check (CDVC) Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
Bank Confirm Date	10 alphanumeric characters Format: **mm/dd/yyyy**	**[REQUIRED]** In the ***modify*** mode, enter the date that the bank confirms the check was voided. This date **must** be less than or equal to the current system date.
To void the check that is displayed, press the <**ENTER**> *key.* **Result**: *The system displays an error message or the successful completion message. Press the <**ENTER**> key again before attempting to:* • *void another check* • *exit this screen* **Note**: *The system automatically updates the status date and changes the description of the check from outstanding (O) to void (V); reverses the associated journal entries, and changes the current status and date of the transmittal to RJ (rejected).*		

Disbursement Reclassification (CLDR) Data Screen

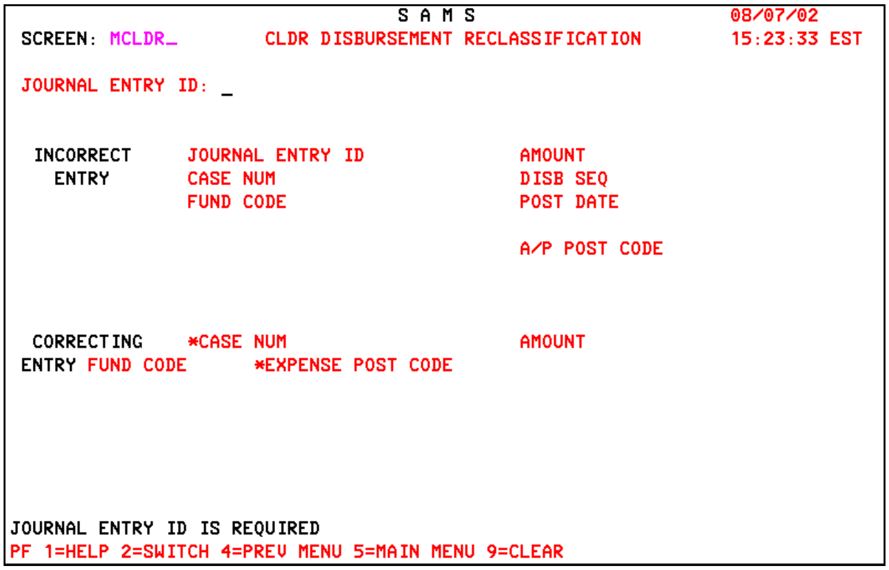
The Disbursement Reclassification (CLDR) data screen allows authorized accounting personnel to reclassify or correct erroneous information associated with an existing disbursement using the **SAMS-1120** form. This data screen reverses the original journal entry and creates a new one to reflect the requested correction. Money may be distributed to several case numbers.

Use this data screen to reclassify cash disbursements **only**.

Before You Begin

Gather this information before using the Disbursement Reclassification (CLDR) screen:

- Copy of **SAMS-1120** form submitted by M&M office staff
- The journal entry ID (JE ID) for the incorrect disbursement
- The correct case number(s), post code(s), and amounts to be reclassified



```
                                   S A M S                     08/07/02
 SCREEN: MCLDR_        CLDR DISBURSEMENT RECLASSIFICATION       15:23:33 EST

 JOURNAL ENTRY ID: _


  INCORRECT     JOURNAL ENTRY ID              AMOUNT
    ENTRY       CASE NUM                      DISB SEQ
                FUND CODE                     POST DATE

                                              A/P POST CODE



  CORRECTING    *CASE NUM                     AMOUNT
 ENTRY FUND CODE      *EXPENSE POST CODE





JOURNAL ENTRY ID IS REQUIRED
PF 1=HELP 2=SWITCH 4=PREV MENU 5=MAIN MENU 9=CLEAR
```

Figure 4-33 Disbursement Reclassification (MCLDR) Screen

Data Screen Options

On the Disbursement Reclassification (CLDR) screen:

- To ***modify*** (***reclassify***) a disbursement, enter *MCLDR* in the <u>Screen</u> field and press the <**F2**> key.

Procedure Table Follow the instructions in Table 4-19 Disbursement Reclassification (CLDR) Procedure Table to reclassify a disbursement:

Table 4-19 Disbursement Reclassification (CLDR) Procedure Table

DATA FIELD	VALID ENTRIES	DESCRIPTION
Journal Entry ID	8 numeric characters	**[REQUIRED]** Enter the Journal Entry ID number.
*Press the <***F2***> key.* **Result**: *The system retrieves and displays the available values for the fields identified here.*		
INCORRECT ENTRY		
Journal Entry ID	N/A	System-generated; based on the entry in the Journal Entry ID key field above.
Amount	N/A	System-generated; based on the entry in the Journal Entry ID key field above.
Case Num	N/A	System-generated; based on the entry in the Journal Entry ID key field above.
Disb Seq	N/A	System-generated; based on the entry in the Journal Entry ID key field above.
Fund Code	N/A	System-generated; based on the entry in the Journal Entry ID key field above.
Post Date	N/A	System-generated; based on the entry in the Journal Entry ID key field above. Field may be modified.
		Post Date may be modified. The entry in this field: • **must** be for a date prior or equal to the current system date • **cannot** fall in a closed period
A/P Post Code	N/A	System-generated; based on the entry in the Journal Entry ID key field above.
CORRECTING ENTRY		
*Case Num	9 numeric characters	Enter the correct case number or enter *?* and press the <**ENTER**> key for the Lookup screen. ***Note***: *For multiple entries, enter the first case number in this field and the amount in the Amount field, then enter the next case number and amount.* **Note**: *Cash can be applied or reclassified to multiple case numbers. The total for all the cases* ***must*** *equal the amount originally displayed in the Amount field in the Incorrect Entry area of the screen.*

Table 4-19 Disbursement Reclassification (CLDR) Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
Amount	8 numeric characters	Enter the correct amount. **Note**: *Edit checks ensure that the total amount of the reclassification is identical to the total amount shown in the Amount field in the Incorrect Entry area of the screen.*
Fund Code	N/A	System-generated; based on the entry in the Journal Entry ID field. This is a protected field.
*Expense Post Code	2 alphabetic characters	Enter the correct post code or enter *?* and press the <**ENTER**> key for the Lookup screen.
To commit the reclassification of this cash disbursement, press the <**ENTER**> key. **Result**: *The system displays an error messages or the successful completion message and the new journal entry ID number. Press the <**ENTER**> key again before attempting to:* • *reclassify another cash disbursement* • *exit this screen*		

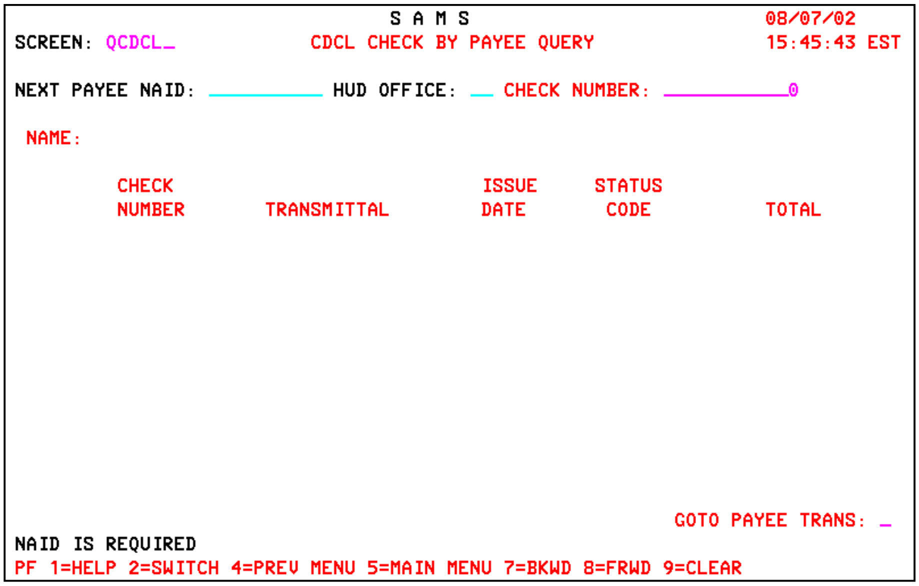
Check By Payee (CDCL) Query Screen

The Check by Payee (CDCL) query screen, illustrated in Figure 4-34, allows authorized personnel to retrieve information regarding checks issued based on the payee (NAID) entered.

Before You Begin

Gather this information before using the Check by Payee (CDCL) screen:

- The NAID of the payee
- The originating HUD office code
- The check number, if available



```
                                    S A M S                        08/07/02
SCREEN: QCDCL_              CDCL CHECK BY PAYEE QUERY              15:45:43 EST

NEXT PAYEE NAID: __________ HUD OFFICE: __ CHECK NUMBER: ___________0

 NAME:

        CHECK                           ISSUE    STATUS
        NUMBER       TRANSMITTAL        DATE     CODE           TOTAL










                                                      GOTO PAYEE TRANS: _
NAID IS REQUIRED
PF 1=HELP 2=SWITCH 4=PREV MENU 5=MAIN MENU 7=BKWD 8=FRWD 9=CLEAR
```

Figure 4-34 Check by Payee (QCDCL) Query Screen

Query Screen Options

On the Check By Payee (CDCL) screen:

- To ***locate*** (***locate (query)***) a check by payee, enter *QCDCL* in the Screen field and press the <**F2**> key.

Procedure Table Follow the instructions in Table 4-20 Check by Payee (CDCL) Procedure Table to search for or identify a check using the payee's NAID:

Table 4-20 Check by Payee (CDCL) Procedure Table

DATA FIELD	VALID ENTRIES	DESCRIPTION
Next Payee NAID	10 alphanumeric characters	**[REQUIRED]** Enter the payee NAID.
HUD Office	2 alphanumeric characters	**[REQUIRED]** Type the desired HUD Office Code. **Note**: *Entering both the NAID and the HUD office information helps to successfully locate the desired record.*
Check Number	Next Check Number	12 numeric characters
*Press the <***F2***> key.* Result: *The system retrieves and displays the available values for the fields identified here.*		
Payee NAID	N/A	System-generated; based on the selection criteria entered in the key line fields.
Name	N/A	System-generated; based on the selection criteria entered in the key line fields.
Check Number	N/A	System-generated; based on the selection criteria entered in the key line fields.
Transmittal	N/A	System-generated; based on the selection criteria entered in the key line fields.
Issue Date	N/A	System-generated; based on the selection criteria entered in the key line fields.
Status Code	N/A	System-generated; based on the selection criteria entered in the key line fields.
Total	N/A	System-generated; based on the selection criteria entered in the key line fields.
GOTO Payee Trans	1 alphabetic character X=APTP	Enter *X* and press the <**ENTER**> key. **Result**: *The system automatically displays the Transmittal By Payee (APTP) screen for the selected record.*

Check By Transmittal (CDCT) Query Screen

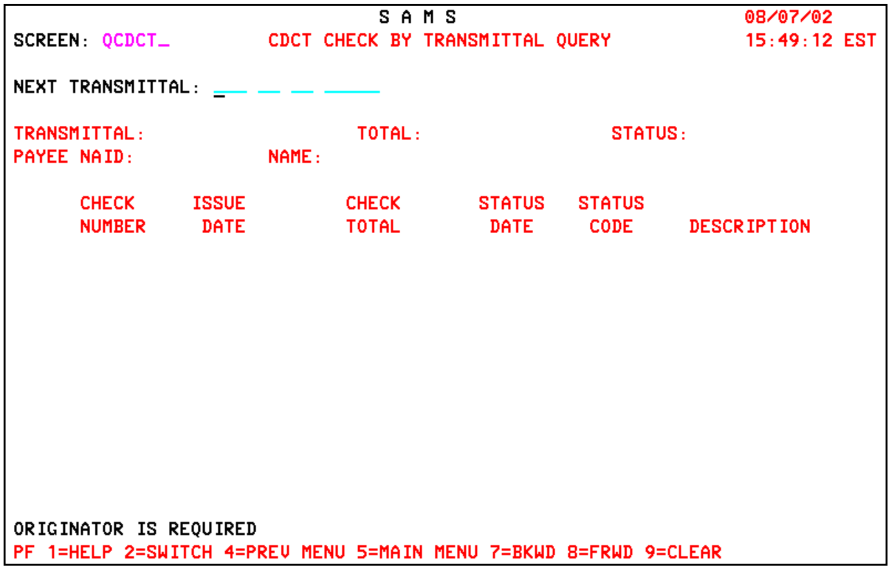
The Check by Transmittal (CDCT) query screen, illustrated in Figure 4-35, allows authorized personnel to search for information about a check using a transmittal number.

Before You Begin

Gather this information before using the Check By Transmittal (CDCT) screen:

- The transmittal number for which a check has been issued

> **Note**
>
> Verify that the HOC Area for the transmittal is associated with the user Logon ID. Refer to the **Switch HOC Areas** section of **Chapter 1 – Introduction to SAMS** for instructions on changing to a different HOC Area in SAMS.



```
                                   S A M S                                08/07/02
SCREEN: QCDCT_          CDCT CHECK BY TRANSMITTAL QUERY                   15:49:12 EST

NEXT TRANSMITTAL: ___ __ __ _____

TRANSMITTAL:                       TOTAL:                 STATUS:
PAYEE NAID:             NAME:

      CHECK     ISSUE          CHECK       STATUS   STATUS
      NUMBER     DATE          TOTAL        DATE     CODE      DESCRIPTION













ORIGINATOR IS REQUIRED
PF 1=HELP 2=SWITCH 4=PREV MENU 5=MAIN MENU 7=BKWD 8=FRWD 9=CLEAR
```

Figure 4-35 Check by Transmittal (QCDCT) Query Screen

Data Screen Options

On the Check By Transmittal (CDCT) screen:

- To ***locate*** (***query***) or ***search*** for a check using the transmittal number, enter *QCDCT* in the <u>Screen</u> field and press the <**F2**> key.

Procedure Table Follow the instructions in Table 4-21 Check by Transmittal (CDCT) Procedure Table to find a check using a transmittal number:

Table 4-21 Check by Transmittal (CDCT) Procedure Table

DATA FIELD	VALID ENTRIES	DESCRIPTION
Next Transmittal	12 numeric characters	**[REQUIRED]** Enter the transmittal number.
*Press the <***F2***> key.* **Result**: *The system retrieves and displays the available values for the fields identified here.*		
Transmittal	N/A	System-generated; based on the selection criteria entered in the Next Transmittal key line field.
Total	N/A	System-generated; based on the selection criteria entered in the Next Transmittal key line field.
Status	N/A	System-generated; based on the selection criteria entered in the Next Transmittal key line field.
Payee NAID	N/A	System-generated; based on the selection criteria entered in the Next Transmittal key line field.
Name	N/A	System-generated; based on the selection criteria entered in the Next Transmittal key line field.
Check Number	N/A	System-generated; based on the selection criteria entered in the Next Transmittal key line field.
Issue Date	N/A	System-generated; based on the selection criteria entered in the Next Transmittal key line field..
Check Total	N/A	System-generated; based on the selection criteria entered in the Next Transmittal key line field.
Status Date	N/A	System-generated; based on the selection criteria entered in the Next Transmittal key line field.
Status Code	N/A	System-generated; based on the selection criteria entered in the Next Transmittal key line field.
Description	N/A	System-generated; based on the selection criteria entered in the Next Transmittal key line field.

Check Register Listing (CDCR) Query Screen

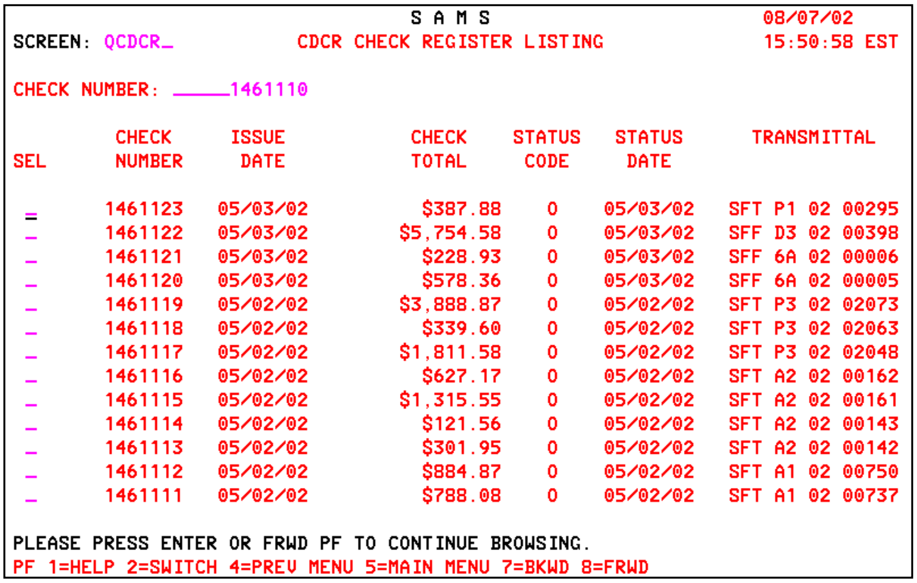
The Check Register Listing (CDCR) query screen, illustrated in Figure 4-36, allows authorized personnel to:

- Monitor the current status of a specific check
- Associate a check to the transmittal number for which it was issued

Before You Begin

Gather this information before using the Check Register Listing (CDCR) screen:

- The check number



```
                                  S A M S                           08/07/02
SCREEN: QCDCR_            CDCR CHECK REGISTER LISTING               15:50:58 EST

CHECK NUMBER: _____1461110

         CHECK     ISSUE            CHECK    STATUS   STATUS      TRANSMITTAL
SEL      NUMBER     DATE            TOTAL     CODE     DATE

 _      1461123  05/03/02         $387.88      0    05/03/02   SFT P1 02 00295
 _      1461122  05/03/02       $5,754.58      0    05/03/02   SFF D3 02 00398
 _      1461121  05/03/02         $228.93      0    05/03/02   SFF 6A 02 00006
 _      1461120  05/03/02         $578.36      0    05/03/02   SFF 6A 02 00005
 _      1461119  05/02/02       $3,888.87      0    05/02/02   SFT P3 02 02073
 _      1461118  05/02/02         $339.60      0    05/02/02   SFT P3 02 02063
 _      1461117  05/02/02       $1,811.58      0    05/02/02   SFT P3 02 02048
 _      1461116  05/02/02         $627.17      0    05/02/02   SFT A2 02 00162
 _      1461115  05/02/02       $1,315.55      0    05/02/02   SFT A2 02 00161
 _      1461114  05/02/02         $121.56      0    05/02/02   SFT A2 02 00143
 _      1461113  05/02/02         $301.95      0    05/02/02   SFT A2 02 00142
 _      1461112  05/02/02         $884.87      0    05/02/02   SFT A1 02 00750
 _      1461111  05/02/02         $788.08      0    05/02/02   SFT A1 02 00737

PLEASE PRESS ENTER OR FRWD PF TO CONTINUE BROWSING.
PF 1=HELP 2=SWITCH 4=PREV MENU 5=MAIN MENU 7=BKWD 8=FRWD
```

Figure 4-36 Check Register Listing (QCDCR) Screen

> **Note**
>
> The data displayed on this screen is for illustration purposes only and does **not** represent actual system data.

Query Screen Options

On the Check Register Listing (CDCR) screen:

- To ***locate*** (***query***) or ***search*** for the status or other information about a check, enter *QCDCR* in the <u>Screen</u> field and press the <**F2**> key.

Procedure Table Follow the instructions in Table 4-22 Check Register Listing (CDCR) Procedure Table to find information for a specific check:

Table 4-22 Check Register Listing (CDCR) Procedure Table

DATA FIELD	VALID ENTRIES	DESCRIPTION
Check Number	12 numeric characters	**[REQUIRED]** Enter the check number.
*Press the <**F2**> key.* **Result**: *The system retrieves and displays the available values for the fields identified here.*		
Sel	1 alphabetic character X	Enter *X* and press the <**ENTER**> key. **Result**: *The system automatically displays the Journal Entry Locate by Disbursement (CLLS) screen for the selected record.*
Check Number	N/A	System-generated; based on the selection criteria entered in the Check Number key line field.
Issue Date	N/A	System-generated; based on the selection criteria entered in the Check Number key line field.
Check Total	N/A	System-generated; based on the selection criteria entered in the Check Number key line field.
Status Code	N/A	System-generated; based on the selection criteria entered in the Check Number key line field.
Status Date	N/A	System-generated; based on the selection criteria entered in the Check Number key line field.
Transmittal	N/A	System-generated; based on the selection criteria entered in the Check Number key line field.

Journal Entry Locate By Disbursement (CLLS) Query Screen

The Journal Entry Locate by Disbursement (CLLS) query screen, illustrated in Figure 4-37, allows authorized personnel to:

- Identify all journal entries associated with a disbursement
- List journal entries by assigned disbursement sequence number

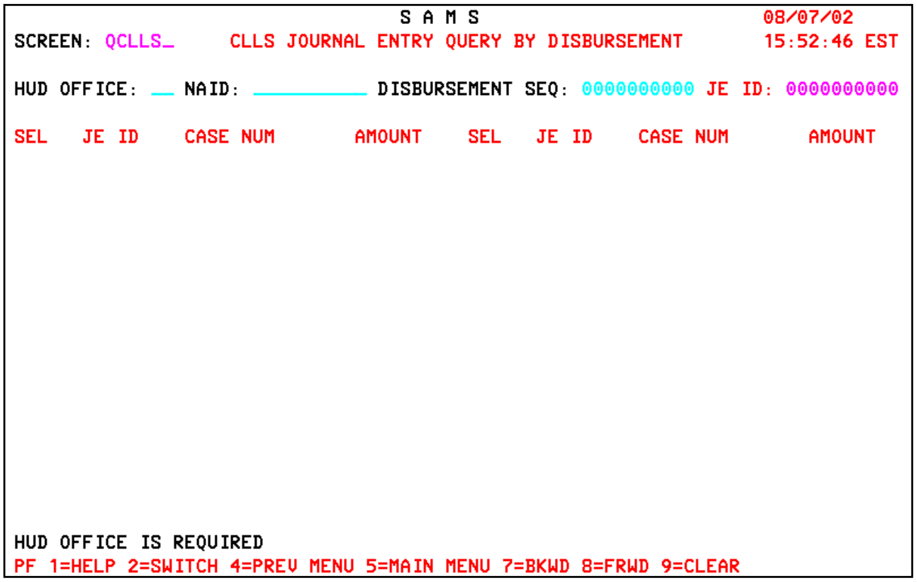
Note

This screen is use by accounting personnel as part of the process used to reclassify a disbursement (i.e., make corrections to money posted to an incorrect case number or post code). The user accesses the Journal Entry Locate by Disbursement (CLLS) screen from the Check Register Listing (CDCR) screen after selecting a check number.

Before You Begin

Gather this information before using the Journal Entry Locate by Disbursement (CLLS) screen:

- HUD Field Office ID
- NAID
- Disbursement Sequence number



```
                                   S A M S                              08/07/02
SCREEN: QCLLS_     CLLS JOURNAL ENTRY QUERY BY DISBURSEMENT            15:52:46 EST

HUD OFFICE: __ NAID: __________ DISBURSEMENT SEQ: 0000000000 JE ID: 0000000000

SEL   JE ID    CASE NUM       AMOUNT    SEL   JE ID    CASE NUM       AMOUNT














HUD OFFICE IS REQUIRED
PF 1=HELP 2=SWITCH 4=PREV MENU 5=MAIN MENU 7=BKWD 8=FRWD 9=CLEAR
```

Figure 4-37 Journal Entry Locate by Disbursement (QCLLS) Query Screen

Query Screen Options

On the Journal Entry Locate By Disbursement (CLLS) screen:

- To ***locate*** (***query***) or ***search*** for a journal entry using a disbursement sequence number, enter *QCLLS* in the Screen field and press the <**F2**> key.

Procedure Table

Follow the instructions in Table 4-23 Journal Entry Locate by Disbursement (CLLS) Procedure Table to locate a journal entry using a disbursement sequence number:

Table 4-23 Journal Entry Locate by Disbursement (CLLS) Procedure Table

DATA FIELD	VALID ENTRIES	DESCRIPTION
HUD Office	2 alphanumeric characters	**[REQUIRED]** Enter the HUD office code.
NAID	10 alphanumeric characters	**[REQUIRED]** Enter the NAID.
Disbursement Seq	10 numeric characters	**[REQUIRED]** Enter the Disbursement Sequence number.
JE ID	8 numeric characters	Enter the Journal Entry ID, if known.
Press the <**F2**> *key.* **Result**: *The system retrieves and displays the available values for the fields identified here. The information is displayed in two groups – one on the left half of the screen and one on the right half of the screen.*		
Sel	1 alphabetic character X	Enter a *X* and press the <**ENTER**> key. **Result**: *The system automatically displays the JE by Property (ACPL) screen in the* ***modify*** *mode.*
JE ID	N/A	System-generated; based on the selection criteria entered in the HUD Office, NAID, Disbursement Seq, and JE ID key line fields.
Case Num	N/A	System-generated; based on the selection criteria entered in the HUD Office, NAID, Disbursement Seq, and JE ID key line fields.
Amount	N/A	System-generated; based on the selection criteria entered in the HUD Office, NAID, Disbursement Seq, and JE ID key line fields.
Sel		Enter a *X* and press the <**ENTER**> key. **Result**: *The system automatically displays the JE by Property (ACPL) screen in the* ***modify*** *mode.*
JE ID		System-generated; second group of information displayed based on the selection criteria entered in the HUD Office, NAID, Disbursement Seq, and JE ID key line fields.

Table 4-23 Journal Entry Locate by Disbursement (CLLS) Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
Case Num		System-generated; second group of information displayed based on the selection criteria entered in the HUD Office, NAID, Disbursement Seq, and JE ID key line fields.
Amount		System-generated; second group of information displayed based on the selection criteria entered in the HUD Office, NAID, Disbursement Seq, and JE ID key line fields.

4.7 Electronic Funds Transfer Payments

Introduction

After all disbursements (invoices, taxes, M&M Bills) are verified and transmittals are prepared and authorized; as illustrated in Figure 4-3, Figure 4-9, and Figure 4-20, payments are issued to the vendors when the scheduled payment date arrives. Payment may be made by check or electronic funds transfer (EFT). This section describes the procedures involved for issuing payments to vendors by electronic funds transfer (EFT) as part of the Prepare and Issue Payments task. (Refer to **Section 4.6 - Check Payments** for details on check payments.)

In September 1998, the federal government published the Treasury EFT rule (Section 31 CFR Part 208) that requires Federal payments to be made by electronic funds transfer after January 1, 1999, subject to certain waivers included in the rule. EFT is an involved process, requiring the participation of HOC, Disbursement Service Center, HUD Headquarters, and Treasury personnel. This section describes the EFT process and discusses the SAMS procedures and relevant screens that allow HUD to process all payments using Electronic Funds Transfer (EFT).

EFT Processing Tasks

The tasks involved in processing EFTs begin with the establishment of valid American Banking Association (ABA) Bank information for payees and ends when payment has been received by the designated bank institutions and recorded in the appropriate accounts.

Task 1: Initiates Payee Payment Enrollment in SAMS

Task 2: Certify Disbursement Requests in SAMS

Task 3: Create Payment Files and Transfer to Treasury

Task 4: Make EFT Payments to Banks by Treasury

Task 5: Confirm Successful Payments and Cancel Unsuccessful Payments

Task 1: Initiate Payee Payment Enrollment in SAMS

Before an electronic funds transfer can be made, the payee vendor must be enrolled in the program. The payee obtains the **SF 3881 ACH Vendor/ Miscellaneous Payment Enrollment** form from HOC staff. The payee completes the form and submits it to the Disbursement Service Center. The Disbursement Service Center personnel use the ABA Bank Number (ACAB) screen to enter the enrollment data.

After the initial enrollment effort by the Disbursement Service Center, bank account numbers are changed by submitting **SAMS 1110 Taxing Authority Profile** or **SAMS-1111 Payee Name and Address** forms with a new **SF-3881** form to the Disbursement Service Center.

SAMS checks to see if the NAID has any active ABA information. If the vendor has enrolled in the EFT program, and has active, current ABA information registered, SAMS sets the Check/EFT flag to *E* for EFT.

Note

It is important to ensure that ABA numbers are correct and current. Incorrect or invalid ABA numbers result in the rejection of EFT transactions by the U.S. Department of Treasury.

Task 1: Initiate Payee Payment Enrollment in SAMS (continued)

As part of the SAMS EFT process, Treasury requires that a Zero Dollar test file be created for all new vendors that will be using EFT. A daily SAMS process checks for the addition of all new, active American Banking Association (ABA) bank records for payees. Each NAID record found for a new ABA Bank number is added to the Zero Dollar test file that is sent to Treasury. The status for these records is *T* for Test. Treasury sends this file to the individual banks. The banks in turn send the file to the payees to ensure that the NAID and ABA information can be used for further EFT processing. Once the test completes successfully, the status for these records is changed to *A* for Active.

Note

EFT payments include proceeds and remittance information.

Task 2: Certify Disbursement Requests in SAMS

When the disbursement transmittal is entered and promoted to *AU (*authorized*)* status, Authorized Certifying Officers (ACOs) certify the payments online in SAMS using the approve (*P*) mode of the Create Invoice Transmittal (APTR), Tax Transmittal (TXTR), or Property Manager Transmittal (CMTR) screens. To certify the payment, the ACO changes the current status to *AP* (approved to be paid).

Note

Authorized Certifying Officers (ACOs) are individuals to whom authority to approve disbursal of agency funds has been delegated by a properly authorized designating official.

Task 3: Create Payment Files and Transferred to Treasury

After the EFT payment is certified by the ACO, a series of sequential events occur:

1. Transmittals move to *AP* (approved to be paid) status and journal entries and accounts payable records are created
2. Each day, transmittals that are properly aged and approved for payment are grouped into a schedule to be sent to Treasury. The assigned schedule number becomes the EFT transaction reference point for all its associated transmittals.
3. SAMS processes are run to create a single vendor payment input file for transmission to Treasury. This file contains invoice, tax, and M&M Bills payments.
4. The vendor payment input file is transferred to Treasury for processing.
5. The next business day, the Single Family Acquired Assets Branch (SFAAB) sends a report to the HUD Headquarters ACO, which shows the schedule number and total amount that was processed on the previous night. The EFT Report -Detail (EFTDHD01) report lists all of the transmittals sent by SAMS to the Treasury. This report is used to verify the EFT payment totals.
6. The HUD Headquarters ACO logs onto Treasury's Electronic Certification System (ECS) to approve the file for disbursement using the schedule number and the total amount of the EFT file. Upon receipt of this certification, Treasury transmits the EFT payments to payees.
7. The SFAAB staff advances the schedule to Ready to Post (*RP*) status on the EFT Schedule Number Interface (EFTS) screen, using the Treasury settlement date shown on the Treasury GOALS (Government On-Line Accounting Link System) report. Transmittals are advanced to Electronic Funds (*EF*) status.
8. For all transmittals tied to a schedule number, journal entries with a DB accounting event are created and the transmittal is set to a new Electronic Funds (*EF*) status. The schedule number is marked as Verified Posted (*VP*).

Note

Refer to Chapter 11 – SAMS Reports for instructions on generating, viewing, and printing SAMS standard reports.

Unsuccessful Transfer to Treasury

If the vendor payment input file does not process successfully when transferred, Treasury contacts HUD to inform them of the specific problem with the file. A problem with a single transmittal causes rejection of the entire schedule. Once HUD has discovered and fixed the problem, the SFAAB staff uses the modify (*M)* mode of the EFT Schedule Number Interface (EFTS) data screen to reject the problem schedule number and marks the batch as *CP* (cancelled post). As a result of this action:

- All transmittals tied to the schedule number are returned to *AP* (approved to be paid) status.
- All disbursement records entered in the SAMS database are deleted.

Task 3:
Create Payment Files and Transferred to Treasury (continued*)*

All journal entries are reversed, transmittal and net amounts are updated, and new accounts payable journal entries are re-created. Since the transmittals have been returned to *AP* (approved to be paid) status and the problem transmittal has been corrected, the schedule is positioned to repeat the EFT processing.

Task 4:
Make EFT Payments to Banks by Treasury

Treasury takes the EFT file and sends the payment information to the banks.

Task 5:
Confirm Successful Payments and Cancel Unsuccessful Payments

EFT processing is not complete until payments are successfully recorded in the vendor's bank accounts.

- **Successful Payment**. When all payments are successfully recorded at the banks, the batch payment file is available on Treasury's GOALS to be viewed by schedule number. The ACOs download the data from GOALS and create an SDPR Payment Schedule Printout showing confirmation of the schedule number. This report goes to the SFAAB staff who use the EFT Schedule Number Interface (EFTS) screen to approve the schedule number by changing the status to Ready to Post (*RP*).
- **Unsuccessful Payment**. When an individual payment is not successfully recorded at a bank, the bank receiving the EFT sends a notice back to the Treasury on the individual payment in error. Treasury notifies HUD with a mailed document, **Schedule 145**, informing HUD of the payment records in question. **Schedule 145** contains the payee ID, payment total, and process date for the problem payment. The SFAAB staff uses the modify (*M)* mode of the EFT Transmittal Cancelled (EFTC) screen to cancel the transmittal and update the status to Electronic Funds Cancelled (*EC*). All associated journal entries are reversed.

EFT Processing Screens

The electronic funds transfer processing screens are used to initiate, monitor, and record the status of electronic payments issued directly to the bank accounts of payees and recorded in SAMS. The EFT processing screens may be used to:

- Register or modify an ABA number for a payee
- Approve or cancel a schedule number
- Locate (query) the detail for a schedule number
- Display all NAIDs with ABA bank information entered into SAMS
- Cancel the processing on an EFT transaction for a particular payment

Data Screens

The data screens presented in this section are:

- ABA Bank Number Screen.. ACAB
- EFT Schedule Number Interface..EFTS
- EFT Schedule Number Cancel.. EFTC

Query Screens

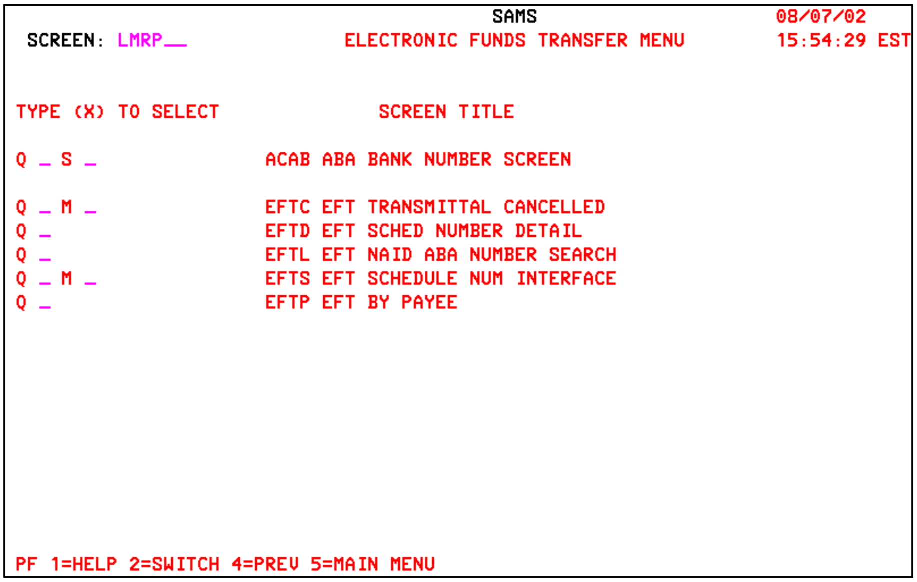
The query screens presented in this section are:

- EFT Schedule Number Detail.. EFTD
- EFT NAID ABA Number Search ....EFTL
- EFT NAID ABA Number Search by Payee...................................EFTP

Electronic Funds Transfer Menu

The EFT screens are located on the Electronic Funds Transfer (LMRP) submenu, illustrated in Figure 4-38. To access the Electronic Funds Transfer Menu (LMRP) screen either:

- Enter an *X* in the selection field for the *Electronic Funds Transfer* option on the Data Entry (LMDE) menu and press the <**ENTER**> key
- Enter *LMRP* in the Screen field in the upper left hand corner of the screen using the Expert mode and press the <**F2**> key.



```
                                          SAMS                   08/07/02
 SCREEN: LMRP__             ELECTRONIC FUNDS TRANSFER MENU       15:54:29 EST


TYPE (X) TO SELECT               SCREEN TITLE

Q _ S _               ACAB ABA BANK NUMBER SCREEN

Q _ M _               EFTC EFT TRANSMITTAL CANCELLED
Q _                   EFTD EFT SCHED NUMBER DETAIL
Q _                   EFTL EFT NAID ABA NUMBER SEARCH
Q _ M _               EFTS EFT SCHEDULE NUM INTERFACE
Q _                   EFTP EFT BY PAYEE










PF 1=HELP 2=SWITCH 4=PREV 5=MAIN MENU
```

Figure 4-38 Electronic Funds Transfer Menu (LMRP)

Menu Screen Options

From the SAMS Electronic Funds Transfer Menu (LMRP) screen:

- To locate (query), add, or change ABA bank information for a NAID, select the appropriate mode for the ACAB ABA Bank Number screen option and press the <ENTER> key. For detailed instructions refer to **ABA Bank Number Screen (ACAB) Data Screen .**
- To ***locate*** (***query***) or ***modify*** the status of EFT schedule records with a status of *NP* (not posted) and approve the schedule, select the appropriate mode for the *EFTS EFT Schedule Number Interface* option and press the <**ENTER**> key. For detailed instructions refer to **EFT Schedule Number Interface (EFTS) Data Screen**.
- To ***void*** EFT processing on a particular schedule, select the appropriate mode for the *EFTC EFT Transmittal Cancelled* option and press the <**ENTER**> key. For detailed instructions refer to **EFT Transmittal Cancelled Query (EFTC) Data Screen.**
- To ***locate*** (***query***) detail information on a particular schedule, select the query mode for the *EFTD EFT Schedule Number Detail* option and press the <**ENTER**> key. For detailed instructions refer to **EFT Schedule Number Detail (EFTD) Query Screen**.
- To ***locate*** (***query***) a particular NAID with ABA information in SAMS, select the query mode of the *EFTL EFT NAID ABA Number Search* option and press the <**ENTER**> key. For detailed instructions refer to **EFT NAID ABA Number Search (EFTL) Query Screen**.
- To ***locate*** (***query***) schedule numbers and transmittals associated with a payee NAID, select the query mode for the *EFTP EFT by Payee* option and press the <**ENTER**> key. For detailed instructions refer to **EFT By Payee (EFTP) Query Screen**.

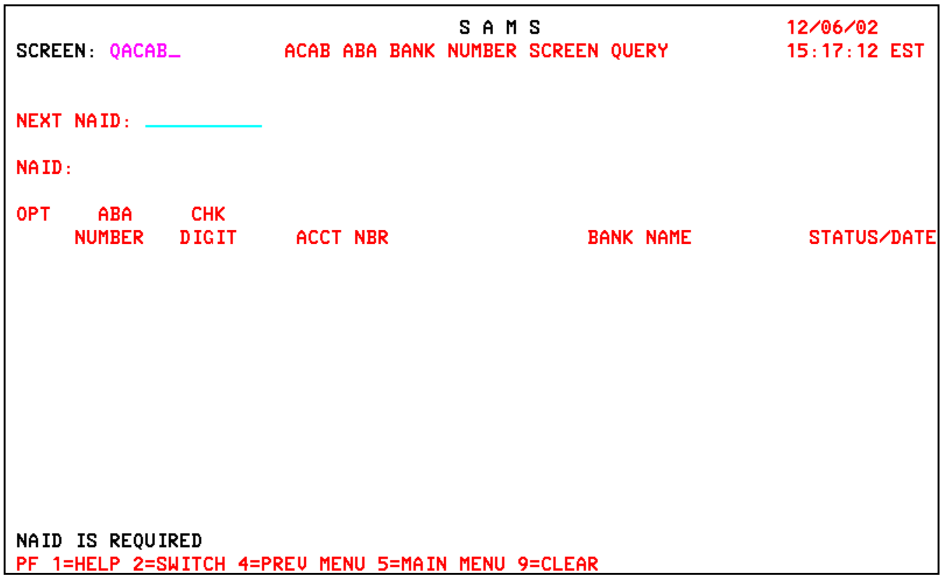
ABA Bank Number Screen (ACAB) Data Screen

The ABA Bank Number (ACAB) data screen, illustrated in Figure 4-39, allows authorized Disbursement Service Center personnel to add, change, or locate (query) ABA bank information for a NAID. Authorized Headquarters personnel may only perform queries of this screen. The information is used in the processing of the vendor payments file sent to the Treasury for processing EFT transactions.

Before You Begin

Gather this information before using the ABA Bank Number (ACAB) screen:

- Completed **SF-3881 ACH Vendor/Miscellaneous Payment Enrollment** form,
- Completed **SAMS 1110 Taxing Authority Profile** form for new NAIDs, if applicable
- Completed **SAMS 1111 Payee Name and Address** form for new NAIDs, if applicable
- Active NAID
- Valid ABA number for the NAID



```
                                    S A M S                            12/06/02
SCREEN: QACAB_        ACAB ABA BANK NUMBER SCREEN QUERY                15:17:12 EST

NEXT NAID: __________

NAID:

OPT    ABA     CHK
     NUMBER   DIGIT      ACCT NBR                BANK NAME          STATUS/DATE










NAID IS REQUIRED
PF 1=HELP 2=SWITCH 4=PREV MENU 5=MAIN MENU 9=CLEAR
```

Figure 4-39 ACAB ABA Bank Number Screen Query (QACAB) Screen

Data Screen Options

On the ABA Bank Number Screen (ACAB) screen:

- To ***locate*** (***query***) ABA bank information for a payee, enter *QACAB* in the Screen field and press the <**F2**> key.
- To ***add*** or ***modify*** ABA bank information for a payee, enter *SACAB* in the Screen field and press the <**F2**> key.

Note

The NAID must be in active status in order to add or modify ABA bank information.

Procedure Table

Follow the instructions in Table 4-24 ABA Bank Number Screen (ACAB) Procedure Table to locate, add, or modify the ABA information for an active NAID.

Table 4-24 ABA Bank Number Screen (ACAB) Procedure Table

DATA FIELD	VALID ENTRIES	DESCRIPTION
Next NAID	10 alphanumeric characters	**[REQUIRED]** Enter the NAID
*In all screen modes press the <**F2**> key.* **Result**: *The system displays the ABA numbers and related information for the entered NAID. The entries are sorted in descending order based on the dates in the Status Date field.*		
NAID	N/A	System-generated based on NAID entered above.
Opt	1 alphabetic character A = Add M = Modify	**[REQUIRED]** In the ***summary*** (*S*) mode: • Enter an *A* if to ***add*** an ABA number for this NAID. • Enter an *M* to ***modify*** the ABA number for this NAID. ***Note***: *This field is protected in the* ***locate*** *(****query****) mode.*
ABA Number	8 numeric characters	**[REQUIRED]** If an *A* (add) is entered in the Opt field. Enter the ABA number to be added.
		System-generated; if an *M* (modify) is entered in the Opt field. Display only
Chk Digit	1 numeric character	**[REQUIRED]** If an *A* (add) is entered in the Opt field. Enter the check digit for the ABA.
		System-generated; if an *M* (modify) is entered in the Opt field. Display only
Acct Number	17 alphanumeric characters with dashes	**[REQUIRED]** If an *A* (add) is entered in the Opt field. Enter the account number for the NAID.
		System-generated; if an *M* (modify) is entered in the Opt field. Display only

Table 4-24 ABA Bank Number Screen (ACAB) Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
Bank Name	40 alphanumeric characters (30 characters display)	System-generated; based upon the entry in the Acct Number field. ***Note**: In the **add** and **modify** modes a **valid** entry must be made in the Acct Number field for this field to display.*
Status	1 alphabetic character **A** = Active **I** = Inactive **T** = Test	**[REQUIRED]** In the ***add*** or ***modify*** mode, enter the appropriate code. The changes allowed depend upon the current status: • If current status is **test** (*T*), the entry in this field may be changed to either *A* or *I* • If current status is **inactive** (I), the entry in this field can **only** be changed to *T* ***Note**: A status of inactive (I) **cannot** be changed to active (A).* • If current status is **active** (*A*), the entry in this field may be changed to *I* **Note**: *Only one* active *ABA record is allowed per NAID, but there can be up to seven (7)* inactive *ABA numbers displayed for the NAID.*
Date	N/A	System-generated; based upon the date the entry was moved to its current status.
To commit the addition or modification of the ABA bank information that is displayed, press the <**ENTER**> *key.* Result: *The system displays an error message or the successful completion message. Press the <**ENTER**> key again before attempting to:* • *change the ABA Bank information for another NAID* • *exit this screen*		

EFT Schedule Number Interface (EFTS) Data Screen

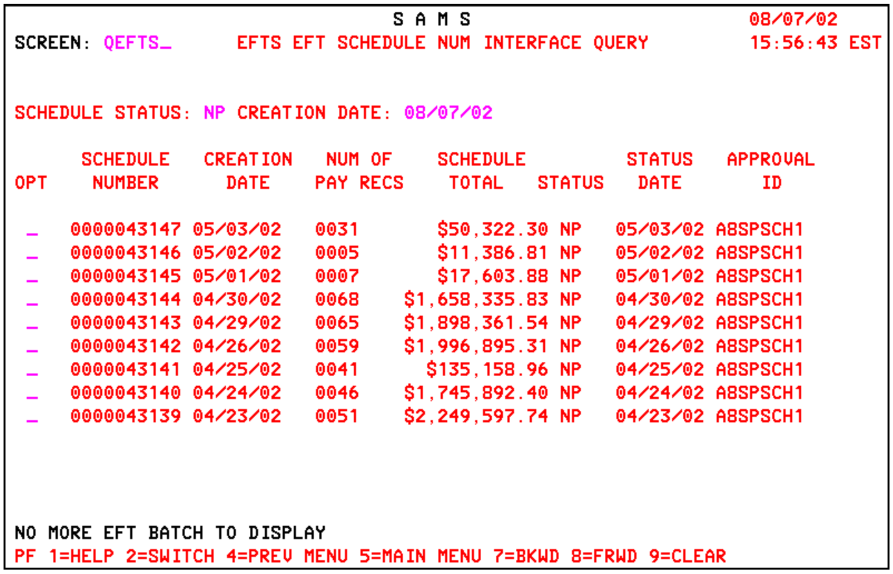
The EFT Schedule Number Interface (EFTS) data screen, illustrated in Figure 4-40, allows authorized Headquarters personnel to access all of the schedule records created by the EFT processes that are listed as Not Posted (*NP*). The user can approve the schedule number on this screen and mark it Ready to Post (*RP*). Once the schedule is marked ready to post, a SAMS process runs to create the journal entries and update the transmittals tied to the schedule to Electronic Funds (*EF*) status.

Authorized Headquarters personnel also use this screen to locate (query) Ready to Post (*RP*), Verified Posted (*VP*), and Cancelled Post (*CP*) schedules.

Before You Begin

Gather this information before using the EFT Schedule Number Interface (EFTS) screen:

- correct schedule information, if changes are being made to the schedule number
- status



```
                                  S A M S                          08/07/02
SCREEN: QEFTS_      EFTS EFT SCHEDULE NUM INTERFACE QUERY          15:56:43 EST


SCHEDULE STATUS: NP CREATION DATE: 08/07/02

      SCHEDULE   CREATION   NUM OF    SCHEDULE         STATUS   APPROVAL
OPT    NUMBER      DATE    PAY RECS    TOTAL    STATUS  DATE       ID

 _   0000043147 05/03/02   0031       $50,322.30 NP   05/03/02 A8SPSCH1
 _   0000043146 05/02/02   0005       $11,386.81 NP   05/02/02 A8SPSCH1
 _   0000043145 05/01/02   0007       $17,603.88 NP   05/01/02 A8SPSCH1
 _   0000043144 04/30/02   0068    $1,658,335.83 NP   04/30/02 A8SPSCH1
 _   0000043143 04/29/02   0065    $1,898,361.54 NP   04/29/02 A8SPSCH1
 _   0000043142 04/26/02   0059    $1,996,895.31 NP   04/26/02 A8SPSCH1
 _   0000043141 04/25/02   0041      $135,158.96 NP   04/25/02 A8SPSCH1
 _   0000043140 04/24/02   0046    $1,745,892.40 NP   04/24/02 A8SPSCH1
 _   0000043139 04/23/02   0051    $2,249,597.74 NP   04/23/02 A8SPSCH1




NO MORE EFT BATCH TO DISPLAY
PF 1=HELP 2=SWITCH 4=PREV MENU 5=MAIN MENU 7=BKWD 8=FRWD 9=CLEAR
```

Figure 4-40 EFT Schedule Number Interface (QEFTS) Query Screen

Data Screen Options

On the EFT Schedule Number Interface (EFTS) screen:

- To ***locate*** (***query***) a schedule number, enter *QEFTS* in the Screen field and press the <**F2**> key.
- To ***modify*** a schedule number, enter *MEFTS* in the Screen field and press the <**F2**> key.

Note

When an EFT schedule number is created in the month of October and no EFT schedule exists for the current Fiscal Year, the EFT schedule number created is 43001. Otherwise, the EFT schedule number created is the most recent EFT schedule number plus one.

Procedure Table

Follow the instructions in Table 4-25 EFT Schedule Number Interface (EFTS) Procedure Table to display and modify schedule records generated by the EFT processes:

Table 4-25 EFT Schedule Number Interface (EFTS) Procedure Table

DATA FIELD	VALID ENTRIES	DESCRIPTION
Schedule Status	2 alphabetic characters **NP** = Not Posted **CP** = Cancelled Post **RP** = Ready to Post **VP** = Verified Posted	To view records with another status, enter a new status in this field and press the <**ENTER**> key. **Result**: *The system displays records which match the status entered.*
		System-generated; default is *NP* to display all schedule records marked Not Posted upon retrieval of the screen.
Creation Date	10 alphanumeric characters Format: **mm/dd/yyyy**	This field displays the creation date of the Treasury schedule. To view records with another date, enter a new date in this field and press the <**ENTER**> key. **Result**: *The system displays records which match the creation date entered in this field.*
		System-generated; based upon the current system date. The system displays all records in the system.

Table 4-25 EFT Schedule Number Interface (EFTS) Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
Opt	1 alphabetic character **X** = Route to EFTD Screen **M** = Post or cancel the schedule number	In ***locate (query)*** mode, enter an *X* to display the EFT Schedule Number Locate Detail (EFTD) screen to review the detail schedule information. In ***modify*** mode, enter an *M* to re-display the screen and mark the schedule number as Ready to Post (*RP*) or Cancelled Post (*CP*). ***Note**: The status on multiple schedules may be changed at the same time.*
*If an X was placed in the SEL field, press the <**ENTER**> key.* **Result**: *The system displays the EFT Schedule Number Locate Detail(EFTD) screen for the selected schedule number.*		
Schedule Number	N/A	System-generated; based upon the status and creation date. Display only.
Creation Date	N/A	System-generated; based upon the status and creation date. Display only.
Num of Pay Recs	N/A	System-generated; based upon the status and creation date. Display only.
Schedule Total	N/A	System-generated; based upon the status and creation date. Display only.
Status	2 alphabetic characters **CP** = Cancelled Post **RP** = Ready to Post	If an *M* (***modify***) is entered in the Sel field, the system **only** allows the user to enter RP (Ready to Post) or CP (Cancelled Post) status for the schedule number. ***Note**: The status for more than one schedule can be modified at one time.*
		System-generated; based upon the status and creation date.
Status Date	10 alphanumeric characters Format: mm/dd/yyyy	Enter the date that the schedule was processed by Treasury. In modify mode, when changing the status to: • Ready to Post (*RP*) the date entered **must** be less than or equal to the current system date and in an open accounting period. • Cancelled Post (*CP*), the system defaults to the current system date.
Approval ID	10 alphanumeric characters	System-generated; based on the Logon ID of the user who modified the status on a schedule number. Display only.
*To **modify** the status of the schedule number for which an M is designated, press the <***ENTER***> key.* **Result**: *The system displays an error message or the successful completion message. Press the <**ENTER**> key again before attempting to exit this screen.*		

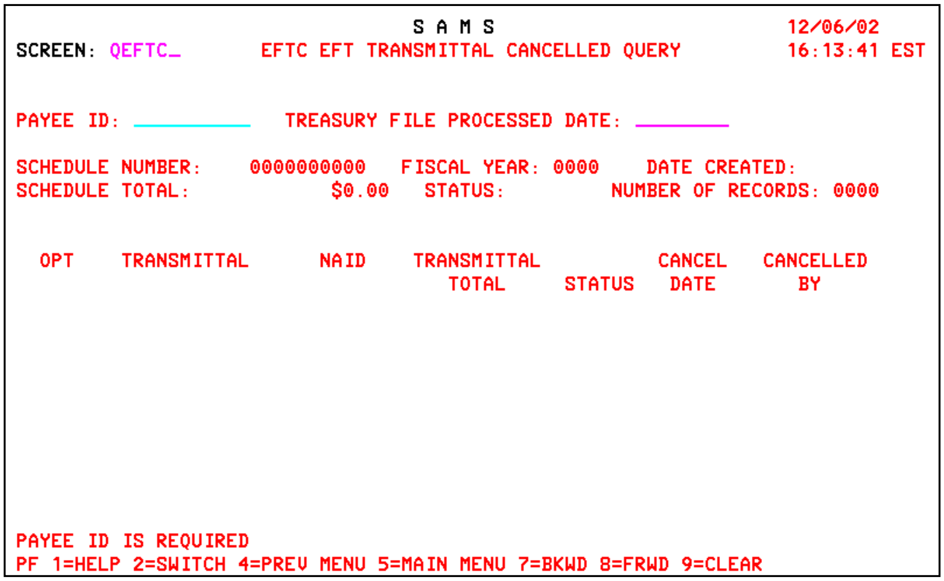
EFT Transmittal Cancelled Query (EFTC) Data Screen

The EFT Transmittal Cancelled Query (EFTC) data screen, illustrated in Figure 4-41, allows authorized Headquarters personnel to void the EFT processing on a particular payment record (transmittal). If there is a problem in the bank processing of the EFT file, Treasury mails a **Schedule #145** to HUD showing the particular payment record by payee ID, processed date, and payment amount. Once the **Schedule #145** is received, the user may go to this screen to reverse all journal entries tied to the transmittal and set the status to Electronic Funds Cancelled (*EC*).

Before You Begin

Gather this information before using the EFT Transmittal Cancelled (EFTC) screen:

- **Schedule #145** detailing the problem payment



```
                                    S A M S                             12/06/02
SCREEN: QEFTC_          EFTC EFT TRANSMITTAL CANCELLED QUERY            16:13:41 EST


PAYEE ID: __________     TREASURY FILE PROCESSED DATE: ________

SCHEDULE NUMBER:     0000000000    FISCAL YEAR: 0000    DATE CREATED:
SCHEDULE TOTAL:             $0.00    STATUS:         NUMBER OF RECORDS: 0000


  OPT    TRANSMITTAL       NAID    TRANSMITTAL         CANCEL   CANCELLED
                                      TOTAL     STATUS   DATE        BY










PAYEE ID IS REQUIRED
PF 1=HELP 2=SWITCH 4=PREV MENU 5=MAIN MENU 7=BKWD 8=FRWD 9=CLEAR
```

Figure 4-41 EFT Transmittal Cancelled (QEFTC) Query Screen

Data Screen Options

On the EFT Transmittal Cancelled (EFTC) screen:

- To ***locate*** (***query***) transmittals tied to a schedule number and payee ID, enter *QEFTC* in the Screen field and press the <**F2**> key.
- To ***modify*** a problem transmittal tied to a schedule number and payee ID, enter *MEFTC* in the Screen field and press the <**F2**> key.

Procedure Table Follow the instructions in Table 4-26 EFT Transmittal Cancelled (EFTC) Procedure Table to void the EFT processing on a particular payment (transmittal):

Table 4-26 EFT Transmittal Cancelled (EFTC) Procedure Table

DATA FIELD	VALID ENTRIES	DESCRIPTION
Payee ID	11 alphanumeric characters	**[REQUIRED]** Enter the payee ID in this key field.
Treasury File Processed Date	10 alphanumeric characters Format: **mm/dd/yyyy**	**[REQUIRED]** Enter the process date in this key field.
Schedule Number	N/A	System-generated; based on the entries in the Payee ID and Treasury File Processed Date key line fields. Display only.
Fiscal Year	N/A	System-generated; based on the entries in the Payee ID and Treasury File Processed Date key line fields. Display only.
Date Created	N/A	System-generated; based on the entries in the Payee ID and Treasury File Processed Date key line fields. Display only.
Schedule Total	N/A	System-generated; based on the entries in the Payee ID and Treasury File Processed Date key line fields. Display only.
Status	N/A	System-generated; based on the entries in the Payee ID and Treasury File Processed Date key line fields. Display only.
Number of Records	N/A	System-generated; based on the entries in the Payee ID and Treasury File Processed Date key line fields. Display only.
OPT	1 alphabetic character	In this field, in the • ***locate (query)*** mode, enter an *X* to select a transmittal. • ***modify*** mode, enter an *M* to allow modifications to the Status field. ***Note***: *The status may be changed on multiple transmittals at the same time.*
Transmittal	N/A	System-generated; based on the entries in the Payee ID and Treasury File Processed Date key line fields. Display only
NAID	N/A	System-generated; based on the entries in the Payee ID and Treasury File Processed Date key line fields. Display only
Transmittal Total	N/A	System-generated; based on the entries in the Payee ID and Treasury File Processed Date key line fields. Display only

Table 4-26 EFT Transmittal Cancelled (EFTC) Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
Status	1 alphabetic character **A** = Active **C** = Cancelled	In the ***modify*** mode, enter the new status.
		System-generated; based on the entries in the Payee ID and Treasury File Processed Date key line fields. Display only in ***locate*** (***query***) mode.
Cancel Date	10 alphanumeric characters Format: **mm/dd/yyyy**	Enter the date the transmittal number was cancelled by Treasury. The date enter: • **Must** be greater than or equal to the schedule number's creation date • **Must** be less than or equal to the current system date. • **Must** be in an open accounting period. The date **cannot** be in a closed accounting period
Cancelled By	6 alphanumeric characters	System-generated; based on the Logon ID of the user who last modified the payment schedule. If the status is *A*, no entry is displayed.

*To **void** the selected EFT payment record that has an X in the SEL field and a* C *in the Status field, press* the <**ENTER**> key.

Result: *The system displays an error message or the successful completion message. Press the <**ENTER**> key again before attempting to:*

- *void another EFT payment*
- *exit this screen*

EFT Schedule Number Detail (EFTD) Query Screen

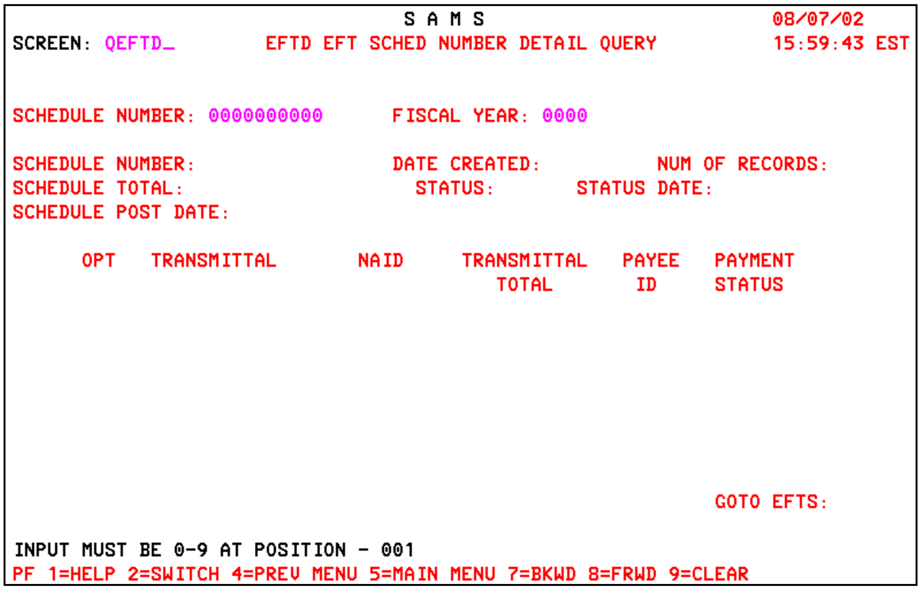
The EFT Schedule Number Detail (EFTD) data screen, illustrated in Figure 4-42, allows authorized Headquarters personnel to access detail information on a particular schedule number by listing all transmittals tied to the schedule number. This screen can be accessed by :

- Selecting the *EFT Sched Number Detail* option from the Electronic Funds Transfer (LMRP) submenu
- Entering an *X* in the Sel field for a schedule number on the EFT Schedule Number Interface (EFTS) screen
- Entering *QEFTD* in the Screen field and pressing the <**F2**> key

Before You Begin

Gather this information before using the EFT Schedule Number Detail (EFTD) screen:

- schedule number
- fiscal year for the schedule



```
                                  S A M S                          08/07/02
SCREEN: QEFTD_       EFTD EFT SCHED NUMBER DETAIL QUERY            15:59:43 EST


SCHEDULE NUMBER: 0000000000      FISCAL YEAR: 0000

SCHEDULE NUMBER:                 DATE CREATED:          NUM OF RECORDS:
SCHEDULE TOTAL:                    STATUS:       STATUS DATE:
SCHEDULE POST DATE:

      OPT   TRANSMITTAL       NAID     TRANSMITTAL   PAYEE   PAYMENT
                                          TOTAL        ID     STATUS









                                                         GOTO EFTS:

INPUT MUST BE 0-9 AT POSITION - 001
PF 1=HELP 2=SWITCH 4=PREV MENU 5=MAIN MENU 7=BKWD 8=FRWD 9=CLEAR
```

Figure 4-42 EFT Schedule Number Detail (QEFTD) Query Screen

Data Screen Options

On the EFT Schedule Number Detail (EFTD) screen:

- To ***locate*** (***query***) the detail of a particular schedule number, enter *QEFTD* in the Screen field and press the <**F2**> key.

Procedure Table Follow the instructions in Table 4-27 EFT Schedule Number Detail (EFTD) Procedure Table to locate (query) the detail for a schedule number:

Table 4-27 EFT Schedule Number Detail (EFTD) Procedure Table

DATA FIELD	VALID ENTRIES	DESCRIPTION
Schedule Number	11 numeric characters	**[REQUIRED]** If not accessed through the EFT Schedule Number Interface (EFTS) screen. Enter the schedule number.
		System-generated; based upon the schedule number selected on the EFT Schedule Number Interface (EFTS) screen.
Fiscal Year	4 numeric characters	**[REQUIRED]** If not accessed through the EFT Schedule Number Interface (EFTS) screen. Enter the fiscal year.
		System-generated; based upon the schedule number selected on the EFT Schedule Number Interface (EFTS) screen.
*Press the <**F2**> key if this screen was* ***not*** *accessed from the EFT Schedule Number Interface (EFTS) screen.* **Result**: *The detail schedule information for the schedule number and contract year entered displays.* *If this screen was accessed from the EFT Schedule Number Interface Screen (EFTS), the selected detail automatically displays.*		
Schedule Number	N/A	System-generated; based on either: • the selection criteria entered in the Schedule Number and Fiscal Year fields • the schedule number selected on the EFT Schedule Number Interface (EFTS) screen. Display only.
Date Created	N/A	System-generated; based on either: • the selection criteria entered in the Schedule Number and Fiscal Year fields • the schedule number selected on the EFT Schedule Number Interface (EFTS) screen. Display only.
Num of Records	N/A	System-generated; based on either: • the selection criteria entered in the Schedule Number and Fiscal Year fields • the schedule number selected on the EFT Schedule Number Interface (EFTS) screen. Display only.

Table 4-27 EFT Schedule Number Detail (EFTD) Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
Schedule Total	N/A	System-generated; based on either: • the selection criteria entered in the Schedule Number and Fiscal Year fields • the schedule number selected on the EFT Schedule Number Interface (EFTS) screen. Display only..
Status	N/A	System-generated; based on either: • the selection criteria entered in the Schedule Number and Fiscal Year fields • the schedule number selected on the EFT Schedule Number Interface (EFTS) screen. Display only..
Status Date	N/A	System-generated; based on either: • the selection criteria entered in the Schedule Number and Fiscal Year fields • the schedule number selected on the EFT Schedule Number Interface (EFTS) screen. Display only.
Schedule Post Date	N/A	System-generated; based on either: • the selection criteria entered in the Schedule Number and Fiscal Year fields • the schedule number selected on the EFT Schedule Number Interface (EFTS) screen. Display only..
Opt	1 alphabetic character X	Enter an *X* in this field to display the Journal Entry Locate by Disbursement (QCLLS) screen to show all journal entries for a transmittal. The schedule number must be in Verified and Posted (*VP*) status, and the payment status of the transmittal must be active. **Note**: *The system **does not** automatically return to the EFT Schedule Number Detail (EFTD) screen.*
Transmittal	N/A	System-generated; based on either: • the selection criteria entered in the Schedule Number and Fiscal Year fields • the schedule number selected on the EFT Schedule Number Interface (EFTS) screen. Display only.

Table 4-27 EFT Schedule Number Detail (EFTD) Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
NAID	N/A	System-generated; based on either: • the selection criteria entered in the Schedule Number and Fiscal Year fields • the schedule number selected on the EFT Schedule Number Interface (EFTS) screen. Display only.
Transmittal Total	N/A	System-generated; based on either: • the selection criteria entered in the Schedule Number and Fiscal Year fields • the schedule number selected on the EFT Schedule Number Interface (EFTS) screen. Display only.
Payee ID	N/A	System-generated; based on either: • the selection criteria entered in the Schedule Number and Fiscal Year fields • the schedule number selected on the EFT Schedule Number Interface (EFTS) screen. Display only.
Payment Status	N/A	System-generated; based on either: • the selection criteria entered in the Schedule Number and Fiscal Year fields • the schedule number selected on the EFT Schedule Number Interface (EFTS) screen. Display only.
GOTO EFTS	1 character X=EFTS	Enter an *X* in this field to display the EFT Schedule Number Interface (QEFTS) screen.

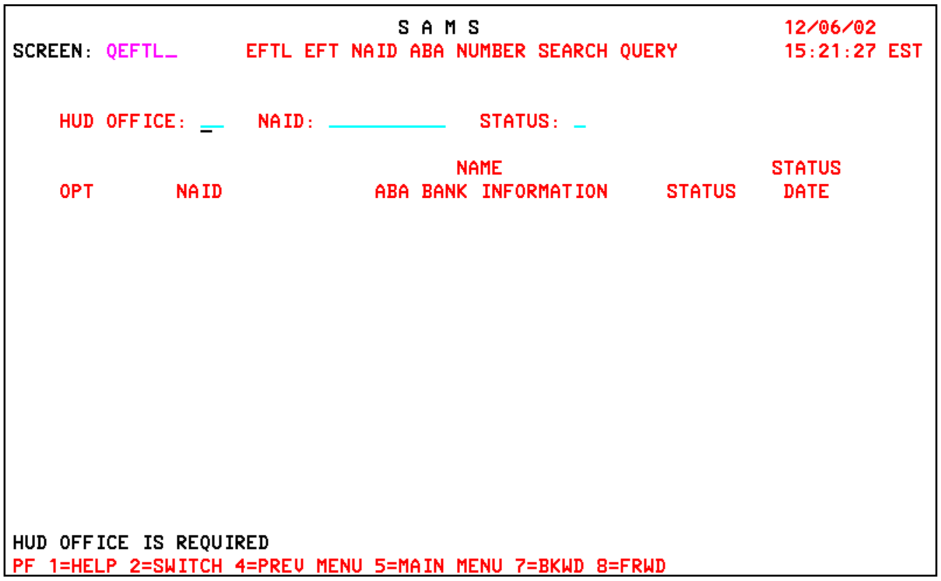
EFT NAID ABA Number Search (EFTL) Query Screen

The EFT NAID ABA Number Search (EFTL) data screen, illustrated in Figure 4-43, allows authorized HOC and Disbursement Service Center Personnel to access all NAIDs in a HOC Area that have ABA information entered into SAMS. SAMS allows searches by HUD Office, NAID, and/or the status flag for active or inactive NAIDs. In addition, an option field allows access to the ABA Bank Number Reference (QACAB) screen to view information for the selected NAID.

Before You Begin

Gather this information before using the EFT by Payee (EFTP) screen:

- HUD Office code
- payee NAID



```
                                   S A M S                        12/06/02
SCREEN: QEFTL_       EFTL EFT NAID ABA NUMBER SEARCH QUERY        15:21:27 EST


    HUD OFFICE: __   NAID: __________   STATUS: _

                                       NAME                    STATUS
    OPT       NAID             ABA BANK INFORMATION    STATUS   DATE











HUD OFFICE IS REQUIRED
PF 1=HELP 2=SWITCH 4=PREV MENU 5=MAIN MENU 7=BKWD 8=FRWD
```

Figure 4-43 EFTL EFT NAID ABA Number Search Query (QEFTL) Screen

Data Screen Options

On the EFT NAID ABA Number Search (EFTL) screen:

- To ***locate*** (***query***) all NAIDs that have ABA information entered into SAMS, enter *QEFTL* in the Screen field and press the <**F2**> key.

Procedure Table

Follow the instructions in Table 4-28 EFT NAID ABA Number Search (EFTL) Procedure Table to display the NAIDs which have ABA information entered into SAMS:

Table 4-28 EFT NAID ABA Number Search (EFTL) Procedure Table

DATA FIELD	VALID ENTRIES	DESCRIPTION
HUD Office	2 alphanumeric characters	**[REQUIRED]** For Headquarters users, enter the HUD Office code.
NAID	10 alphanumeric characters	Enter the NAID, if known.
Status	1 alphabetic character **A** = Active **I** = Inactive **T** = Test	Enter the status of the ABA number, if known.
OPT	1 alphabetic character	Enter an *X* to select a NAID. The system displays the ABA Bank Number (QACAB) screen to review ABA additional information about the NAID.
NAID	N/A	System-generated; based on the search criteria entered in the HUD Office, NAID, and Status, fields. Display only.
ABA Bank Information	N/A	System-generated; based on the search criteria entered in the HUD Office, NAID, and Status, fields. Display only.
Status	N/A	System-generated; based on the search criteria entered in the HUD Office, NAID, and Status, fields. Display only.
Status Date	N/A	System-generated; based on the search criteria entered in the HUD Office, NAID, and Status, fields. Display only.

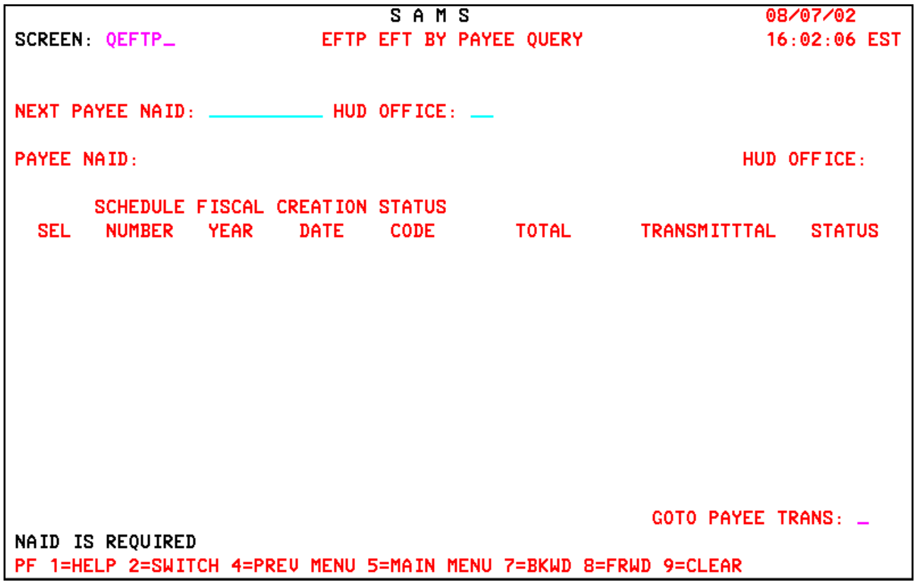
EFT By Payee (EFTP) Query Screen

The EFT by Payee (EFTP) data screen, illustrated in Figure 4-44, allows authorized personnel to display all of the schedule numbers and transmittals associated with a payee NAID.

Before You Begin

Gather this information before using the EFT by Payee (EFTP) screen:

- payee NAID
- HUD Office Code



```
                                   S A M S                          08/07/02
SCREEN: QEFTP_              EFTP EFT BY PAYEE QUERY                 16:02:06 EST


NEXT PAYEE NAID: __________ HUD OFFICE: __

PAYEE NAID:                                                    HUD OFFICE:

       SCHEDULE FISCAL CREATION STATUS
  SEL   NUMBER   YEAR    DATE    CODE        TOTAL      TRANSMITTTAL   STATUS











                                                       GOTO PAYEE TRANS: _
NAID IS REQUIRED
PF 1=HELP 2=SWITCH 4=PREV MENU 5=MAIN MENU 7=BKWD 8=FRWD 9=CLEAR
```

Figure 4-44 EFT by Payee (QEFTP) Query Screen

Data Screen Options

On the EFT By Payee (EFTP) screen:

- To ***locate*** (***query***) all schedule numbers for a HUD Office, enter *QEFTP* in the Screen field and press the <**F2**> key.

Procedure Table Follow the instructions in Table 4-29 EFT by Payee (EFTP) Procedure Table to display the schedule numbers for a payee by HUD Office.

Table 4-29 EFT by Payee (EFTP) Procedure Table

DATA FIELD	VALID ENTRIES	DESCRIPTION
Next Payee NAID	10 alphanumeric characters	**[REQUIRED]** Enter the payee NAID
HUD Office	2 alphanumeric characters	**[REQUIRED]** Enter the HUD Office code.
*Press the <**F2**> key.* **Result**: *The system displays the EFT transactions associated with the payee NAID and HOC Area entered.*		
Payee NAID	N/A	System-generated based on the search criteria entered in the Next Payee NAID and HUD Office fields. Display only
HUD Office	N/A	System-generated based on the search criteria entered in the Next Payee NAID and HUD Office fields. Display only
SEL	1 alphabetic character	Enter an *X* in this field to select a schedule and display the selected transmittal screen. ***Note**: If an X is entered in this field, the screen must be committed before the GOTO router fields are used.*
Schedule Number	N/A	System-generated; based upon the search criteria entered in the Next Payee NAID and HUD Office fields. Display only.
Fiscal Year	N/A	System-generated; based upon the search criteria entered in the Next Payee NAID and HUD Office fields. Display only.
Creation Date	N/A	System-generated; based upon the search criteria entered in the Next Payee NAID and HUD Office fields. Display only.
Status Code	N/A	System-generated; based upon the search criteria entered in the Next Payee NAID and HUD Office fields. Display only.
Total	N/A	System-generated; based upon the search criteria entered in the Next Payee NAID and HUD Office fields. Display only..

Table 4-29 EFT by Payee (EFTP) Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
Transmittal	N/A	System-generated; based upon the search criteria entered in the Next Payee NAID and HUD Office fields. Display only.
Status	N/A	System-generated; based upon the search criteria entered in the Next Payee NAID and HUD Office fields. Display only. **Note**: *If the schedule number status is Cancelled Post (CP), then the status on the screen will be blank.*
GOTO Payee Trans	1 alphabetic character X=APTP	Enter an *X* in this field to display the Transmittals By Payee (APTP) screen.

4.8 203K Disbursement Expense

Introduction

The 203K Disbursement tasks track expenditures on multifamily properties in Program 203K. Under the Program 203K pilot, HUD established approximately 700 cases in the SAMS system that will be processed as normal SAMS cases until they reach step 10. At that time the cases will be sold to New York City and classified as multi-family (MF) properties and the Acquisition Code of the cases will be changed to *M* to reflect the sale.

EFT Processing Tasks

The Program 203K Disbursement processing tasks are.

Task 1: Add a case to Program 203K.

Task 2: Track monthly Program 203K case obligation amounts.

Task 3: .Process Program 203K interfaces.

Task 4: Generate Program 203K reports.

Task 1: Add a Case to Program 203K

A batch process moves cases to the 203K subsystem Multi-family HUD property table from the SAMS HUD property table. After the program runs, the cases are available in the 203K subsystem for modification using the 203K screens.

Task 2: Track Monthly Program 203K Case Obligation Amounts

Program 203K case information is recorded in SAMS. Program 203K case:

- Expenses are entered online monthly.
- Accrual amounts are added online.
- Disbursement expenses are added online by Schedule ID, Developer ID, and date.

Task 3: Process Program 203K Interfaces

A batch process creates the Multi-family Asset Data Interface (MF ADI) file for the Program 203K case and expense categories. The batch process selects cases, extracts MF journal entries and MF information and creates output files.

A batch process creates the MSA interface file to extract GL summary data and creates the MSA accounting data files.

A batch process creates the 203K FTR interface data file.

Task 4: Generate Program 203K Reports

Separate multi-family reports available for the Program 203K case records are:

- GL Summary by Case (ACGSMF01) report
- General Ledger Case Summary with Accruals (ACGSMF02) report
- General Ledger Account Summary (ACGSMF03) report
- General Ledger Account Summary with Accruals (ACGSMF04) report
- Cases Exceeding Obligation – Exception (ACGSMFEX) report
- Cases Exceeding Obligation – Exception (ACGSMFEX) report
- Profit and Loss (ACPLMF01) report
- Profit and Loss with Accruals (ACPLMF02)
- Post Code
- Section of the Act Summary (ACPCMF00) report
- Case Accounting History Report (ACHIMF01 to ACHIMF04 and ACGSMFEX and ACPLMF01 to ACPLMF02)

Note

Refer to **Chapter 11 – SAMS Reports** for detailed descriptions of the report generation steps.

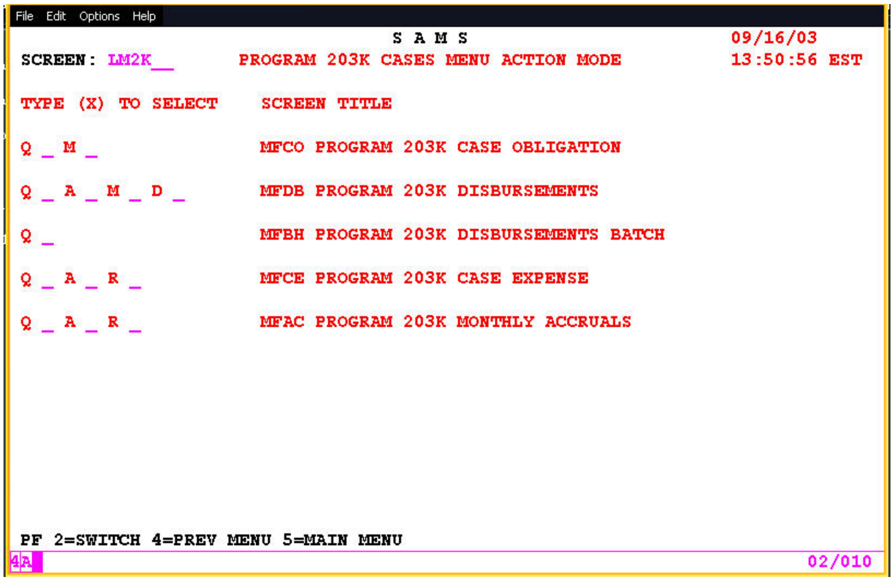
Program 203K Cases Menu (LM2K)

The Program 203K processing screens are located on the Program 203K Cases Menu (LM2K), illustrated in Figure 4-45, which can be accessed by either:

- Entering an *X* in the selection field for the *Program 203 Cases* option on the Main Accounting Menu (LMNA) and pressing the <**ENTER**> key
- Using the expert mode by entering *LM2K* in the Screen field in the upper left-hand corner of a screen and pressing the <**F2**> key

Note

Refer to the **Using SAMS** section in **Chapter 1 – Introduction to SAMS** for detailed instructions on signing on to SAMS and opening the Main Accounting Menu (LMNA).



```
                                 S A M S                              09/16/03
SCREEN: LM2K__      PROGRAM 203K CASES MENU ACTION MODE             13:50:56 EST

TYPE (X) TO SELECT    SCREEN TITLE

Q _ M _               MFCO PROGRAM 203K CASE OBLIGATION

Q _ A _ M _ D _       MFDB PROGRAM 203K DISBURSEMENTS

Q _                   MFBH PROGRAM 203K DISBURSEMENTS BATCH

Q _ A _ R _           MFCE PROGRAM 203K CASE EXPENSE

Q _ A _ R _           MFAC PROGRAM 203K MONTHLY ACCRUALS







PF 2=SWITCH 4=PREV MENU 5=MAIN MENU
4A                                                                      02/010
```

Figure 4-45 203K Cases (LM2K) Menu

Data Screen Options

On the Program 203K Cases Menu (LM2K):

- To ***locate*** (***query***) or ***modify*** a case obligation record, place an *X* in the Sel field for the *MFCO Program 203K Case Obligation* option and press the <**F2**> key.
- To ***locate*** (***query***), ***add***, ***modify***, or ***delete*** a Program 203K disbursement record, place an *X* in the Sel field for the *MFDB Program 203K Disbursements* option and press the <**F2**> key.
- To ***locate*** (***query***) a Program 203K disbursement batch record, place an *X* in the Sel field for the *MFBH 203K Program Disbursements Batch* option and press the <**F2**> key.
- To ***locate*** (***query***), ***add***, or ***reverse*** Program 203K case expenses, place an *X* in the Sel field for the *MFCE Program 203K Case Expense* option and press the <**F2**> key.
- To ***locate*** (***query***), ***add***, or ***reverse*** Program 203K monthly accruals, place an *X* in the Sel field for the *MFAC Program 203K Monthly Accruals* option and press the <**F2**> key.

Program 203K Processing Screens

The Program 203K processing screens are used to record, monitor, and update Program 203K case obligation, disbursement batch, expense, and monthly accrual records.

Data Screens

The data screens presented in this section are:

- Program 203K Case Obligation .... MFCO
- Program 203K Disbursements .... MFDB
- Program 203K Case Expense .... MFCE
- Program 203K Monthly Accruals .... MFAC

Query Screens

The query screens presented in this section are:

- Program 203K Disbursements Batch .... MFBH

Program 203K Case Obligation (MFCO) Screen

The Program 203K Case Obligation (MFCO) screen allows authorized Headquarters Accounting personnel and Philadelphia HOC users to add, change, or query a Program 203K case's obligation amount.

The case obligation is entered online and must be equal to the owning grant obligation, as provided in the grant report. In addition, this amount can be changed in the ***modify*** mode of the Program 203K Case Obligation (MMFCO) screen. The remaining fields cannot be modified, since they are derived from entries made on the other 203K screens. The values in the Inception to Date column represent the expenses attributed to each case from its creation in the 203K subsystem to the end of the most recent accounting month. The current month expenses are expenses recorded in the active accounting month, and will be moved to the Inception to Date column at the next accounting period close. The values in the ending balance represent the Obligation Amount less the expenses listed in the Inception to Date and Current Month Expenses columns.

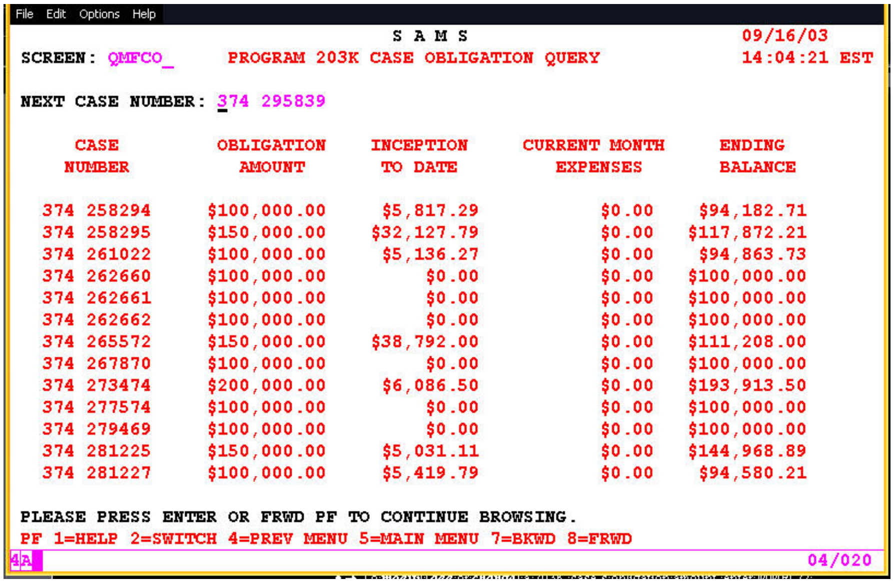
Note

A case **must** already be present in the MF HUD Property table before the case obligation data can be entered.

Before You Begin

Before using Program 203K Case Obligation (MFCO) screen gather the following information:

- case number associated with the obligations to be viewed



```
                                   S A M S                             09/16/03
SCREEN: QMFCO_     PROGRAM 203K CASE OBLIGATION QUERY                  14:04:21 EST

NEXT CASE NUMBER: 374 295839

    CASE          OBLIGATION      INCEPTION      CURRENT MONTH      ENDING
   NUMBER          AMOUNT          TO DATE         EXPENSES         BALANCE

  374 258294     $100,000.00      $5,817.29            $0.00      $94,182.71
  374 258295     $150,000.00     $32,127.79            $0.00     $117,872.21
  374 261022     $100,000.00      $5,136.27            $0.00      $94,863.73
  374 262660     $100,000.00          $0.00            $0.00     $100,000.00
  374 262661     $100,000.00          $0.00            $0.00     $100,000.00
  374 262662     $100,000.00          $0.00            $0.00     $100,000.00
  374 265572     $150,000.00     $38,792.00            $0.00     $111,208.00
  374 267870     $100,000.00          $0.00            $0.00     $100,000.00
  374 273474     $200,000.00      $6,086.50            $0.00     $193,913.50
  374 277574     $100,000.00          $0.00            $0.00     $100,000.00
  374 279469     $100,000.00          $0.00            $0.00     $100,000.00
  374 281225     $150,000.00      $5,031.11            $0.00     $144,968.89
  374 281227     $100,000.00      $5,419.79            $0.00      $94,580.21

PLEASE PRESS ENTER OR FRWD PF TO CONTINUE BROWSING.
PF 1=HELP 2=SWITCH 4=PREV MENU 5=MAIN MENU 7=BKWD 8=FRWD
4A                                                                       04/020
```

Figure 4-46 Program 203K Case Obligation (MFCO) Screen

Data Screen Options

On the Program 203K Case Obligation (MFCO) screen:

- To ***locate*** (***query***) 203K case obligations, enter *QMFCO* in the Screen field and press the <**F2**> key.
- To ***modify*** (***add*** or ***change***) a 203K case's obligation amount, enter *MMFCO* in the Screen field and press the <**F2**> key

Procedure Table

Follow the instructions in Table 4-30 Program 203K Case Obligation (MFCO) Procedure Table to view or modify case obligations.:

Table 4-30 Program 203K Case Obligation (MFCO) Procedure Table

DATA FIELD	VALID ENTRIES	DESCRIPTION
Next Case Number	9 alphanumeric characters	[**REQUIRED**] in the ***query*** or ***modify*** mode, enter the HUD office prefix for the specific case obligations to be viewed and press the <**F2**> key.
		System-generated; display of the last record in the Program 203K database or the first record on the following screen, depending upon the number of records in the database.
*Press the <**F2**> key.* **Result**: *SAMS retrieves and displays the available values of the fields identified.*		
Case Number	N/A	System-generated; case prefix and number. This field can not be modified in the query or modify mode.
Obligation Amount	10 alphanumeric characters	[**REQUIRED**] In the ***modify*** mode, enter the obligation (grant) amount and press the <**ENTER**> key to save the changes. ***Note***: *The case obligation amounts:* • ***must*** *be equal to the owning grant obligation.* • ***must*** *be equal to the post code obligation amounts.*
		System-generated; in the ***query*** and ***modify*** mode. Displays the case obligation amount associated with the case number
Inception to Date	N/A	System-generated; in the ***query*** and ***modify*** modes. Displays the total of the expenses for the selected case to the end of the most recent accounting month.
Current Month Expenses	N/A	System-generated; in the ***query*** and ***modify*** modes. Displays the total expenses entered in the current account period, associated with the case number.

Table 4-30 Program 203K Case Obligation (MFCO) Procedure Table. continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
Ending Balance	N/A	System-generated; in the ***query*** and ***modify*** modes. Displays the amount remaining from the obligation amount for the selected case. The Ending Balance is the Obligation Amount minus the Inception to Date (previous month's expenses) minus the Current Month Expenses (this month's expenses). ***Note**: The system automatically updates this field when the <**ENTER**> key is pressed after changes are made to the Obligation Amount field.*
*Depending upon the mode, when the <**ENTER**> key is pressed:* ***Result:** In the **modify** mode**,** SAMS updates the entries in the Obligation Amount and Ending Balance fields for the selected record. In the **query** mode SAMS displays an error message if the case entered in the Next Case Number field is not a Program 203K case, or displays the records related to the case number entered.* ***Note**: If an error message displays, make the necessary corrections and press the <**ENTER**> key again to clear the error message.*		

Program 203K Disbursements (MFDB) Screen

The Program 203K Disbursements Expense (MFDB) screen, illustrated in Figure 4-47, allows authorized Headquarters Accounting personnel and Philadelphia HOC users to add, reverse (delete), and query the monthly case disbursements. In the query mode the user can route to the Program 203K Case Expense (MFCE) screen (described in detail under **Program 203K Case Expense (MFCE) Screen**) to fill in case detail records.

Note

The Developer ID/Date detail totals **must** equal the total amount for the Schedule ID.

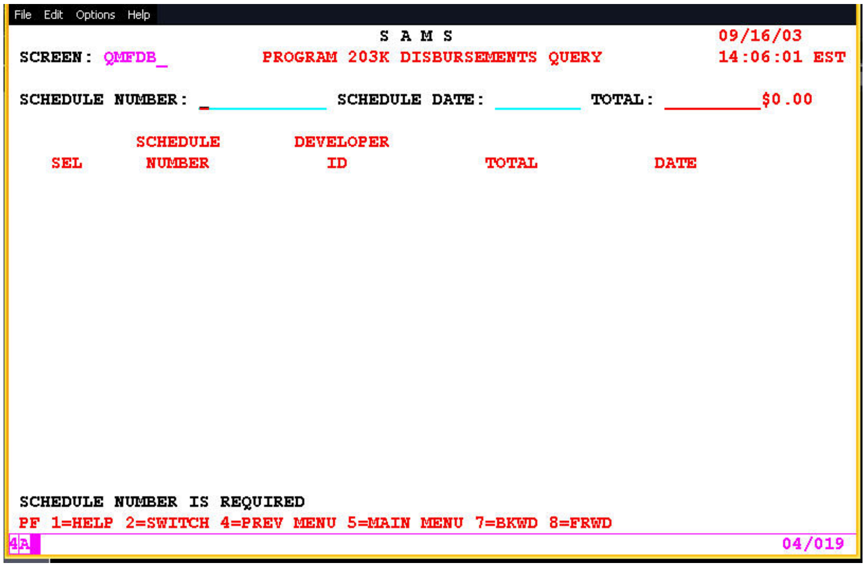
Note

Journal entries **cannot** be posted to a closed period.

Before You Begin

Before using the Program 203K Disbursements (MFDB) screen, gather the following information:

- Schedule Number
- Schedule Date
- Developer ID



```
                                S A M S                          09/16/03
SCREEN: QMFDB_        PROGRAM 203K DISBURSEMENTS QUERY           14:06:01 EST

SCHEDULE NUMBER: _____________ SCHEDULE DATE: ________ TOTAL: _________$0.00

             SCHEDULE        DEVELOPER
    SEL       NUMBER            ID              TOTAL             DATE












SCHEDULE NUMBER IS REQUIRED
PF 1=HELP 2=SWITCH 4=PREV MENU 5=MAIN MENU 7=BKWD 8=FRWD
4A                                                                 04/019
```

Figure 4-47 Program 203K Disbursements (MFDB) Screen

Data Screen Options

On the Program 203K Disbursements (MFDB) screen:

- To ***add*** new Schedule/Developer ID disbursement records, enter *AMFDB* in the Screen field and press the <**F2**> key
- To ***modify*** Schedule/Developer ID disbursement records, enter *MMFDB* in the Screen field and press the <**F2**> key
- To ***locate*** (***query***) Schedule/Developer ID disbursement records, either enter *QMFDB* in the Screen field and press the <**F2**> key or enter an *X* in the Sel field on the Program 203K Disbursements Batch (MFBH) screen (illustrated and described under **Program 203K Disbursements Batch (MFBH) Screen**) and press the <**ENTER**> key
- To ***delete*** Schedule/Developer ID disbursement records, enter *a DMFDB* in the Screen field and press the <**F2**> key

Note

If all the detail records are deleted then the header is deleted. The message *Schedule ID and Schedule Date Not Found*, is displayed. If a header record with no detail records is deleted, then the message *Schedule Number and Date Deleted. Press ENTER to Continue*, is displayed. This will happen upon entry to the screen.

Procedure Table Follow the instructions in Table 4-31 Program 203K Disbursements (MFDB) Procedure Table to add, modify, view, or delete Program 203K disbursement records:

Table 4-31 Program 203K Disbursements (MFDB) Procedure Table

DATA FIELD	VALID ENTRIES	DESCRIPTION
Schedule Number	12 alphanumeric characters	[**REQUIRED**] in the ***query***, ***modify***, ***add,*** and ***delete*** modes, enter the unique schedule number.
Schedule Date	10 alphanumeric characters Format: **mm/dd/yyyy**	[**REQUIRED**] In the ***query***, ***modify***, ***add*** and ***delete*** modes, enter the date associated with the number entered in the Schedule Number field. If this field is left blank in the add mode, the system displays the current system date. ***Note***: *Journal entries are created as long as the related schedule date falls within an unlocked accounting period.*
Total	14 alphanumeric characters	[**REQUIRED**] in the: • ***Add*** mode, enter the total amount for the schedule indicated in the Schedule Number field. • ***Modify*** mode, if no Developer ID information has been supplied.
		System-generated; in the ***query***, ***modify***, or ***delete*** modes based on the record selected in the Schedule Number and Schedule Date field. ***Note***: *This field is protected (no data entry allowed) in the **query** and **delete** modes.*
*Enter the search criteria and press the <**F2**> key.* ***Result***: *Depending upon the mode, the system:* • *displays a confirmation message in the **add** mode and allows data entry in the fields listed , if the schedule number does not currently exist.* • *displays the line item fields (Developer ID and Total) for data entry in the **modify** mode* • *retrieves and displays the available values of the fields identified here in the **query** mode for the schedule indicated in the Schedule Number field.*		

Table 4-31 Program 203K Disbursements (MFDB) Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
Sel	1 alphanumeric character X = select D = delete	In the ***query*** mode, enter an X in the Sel field beside the desired record and press the <**ENTER**> key to access the Program 203K Case Expense (MFCE) screen, which is illustrated and described under **Program 203K Case Expense (MFCE) Screen**. In the ***delete*** mode, enter a *D* in the Sel field beside the desired record and press the <**ENTER**> key to delete the record. ***Note**: A D (delete) can be entered in this field, **only** if no expenses have been attributed to the disbursement.* ***Note**: This field is unavailable (protected) in the **add** and **modify** modes.*
Schedule Number		System-generated; in the ***query***, ***add***, ***modify***, or ***delete*** modes based on the record selected in the Schedule Number and Schedule Date field. ***Note**: This field is protected (no data entry allowed) in the **query add**, **modify** and **delete** modes.*
Developer ID	12 alphanumeric characters	[**REQUIRED**] in the add mode, enter the unique identifier for the developer. ***Note**: The developer ID **must** be in the multi-family database prior to entry in this field.*
		System-generated; in the ***query***, ***modify***, or ***delete*** modes based on the record selected in the Schedule Number and Schedule Date field. ***Note**: This field is protected (no data entry allowed) in the **query**, **delete** and **modify** modes.*

Table 4-31 Program 203K Disbursements (MFDB) Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
Total	14 numeric characters	In the ***add*** mode, enter the total grant associated with the entry in the Developer ID field. This field can be changed in the ***modify*** mode. ***Note**: The entries in the Developer ID/Date Total fields must equal the amount shown in the Schedule ID Total field for the Schedule selected..*
		System-generated; in the ***query***, ***modify***, or ***delete*** modes based on the record selected in the Schedule Number and Schedule Date field. ***Note**: This field is protected (no data entry allowed) in the **query** and **delete** modes.*
Date	N/A	System-generated; post date of the expense in the ***query***, ***modify***, ***add***, or ***delete*** modes. In the ***add*** mode the default entry for this field is the current system date. In the ***query***, ***modify***, and ***delete*** modes, the entry in this field is based on the post date of the expense for the record selected in the Schedule Number and Schedule Date field. ***Note**: This field is protected (no data entry allowed) in the **query, add, modify,** and **delete** modes.*
After changing the entry in the Developer ID Total field in the ***modify*** mode, press the <**ENTER**> key. ***Result**: SAMS displays a successful completion message, protects the field, moves the cursor to the Sel field, and prompts the user to press the <**ENTER**> key again. If the entries in the Developer Total fields do not equal the entry in the Schedule Total field, an error message displays.* ***Note**: If an error message displays, make the necessary corrections and press the <**ENTER**> key again to clear the error message.*		

Program 203K Disbursements Batch (MFBH) Screen

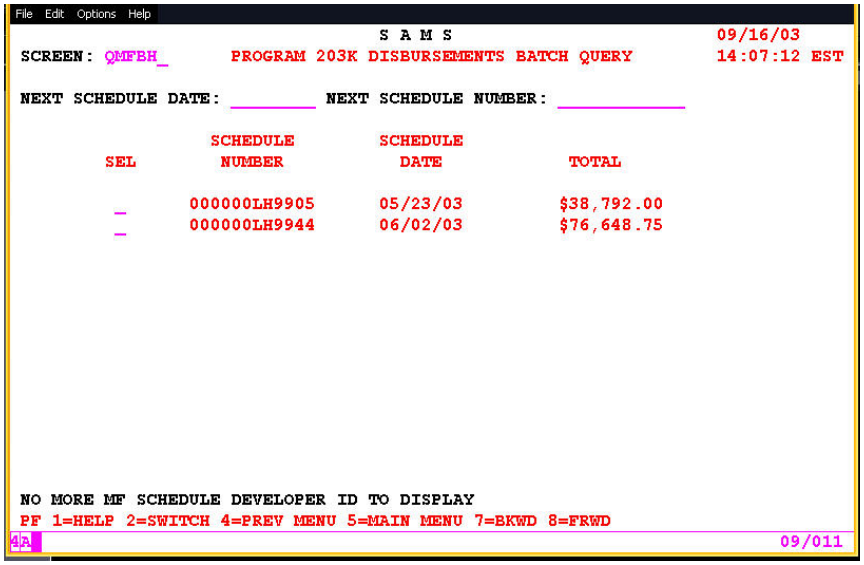
The Program 203K Disbursements Batch (MFBH) query screen, illustrated in Figure 4-48, allows the user to:

- view Program 203K disbursements batches by schedule date or schedule number
- view detailed information for the selected schedule on the Program 203K Disbursement (MFDB), illustrated and described under **Program 203K Disbursements (MFDB) Screen**

Before You Begin

Before using the Program 203K Disbursements Batch (MFBH) screen gather the following information:

- the Schedule Date, to locate specific records by date
- the Schedule Number, to locate specific records by the Schedule Number



```
                                   S A M S                      09/16/03
SCREEN: QMFBH_      PROGRAM 203K DISBURSEMENTS BATCH QUERY      14:07:12 EST

NEXT SCHEDULE DATE: ________  NEXT SCHEDULE NUMBER: ____________

                     SCHEDULE          SCHEDULE
          SEL         NUMBER             DATE              TOTAL

           _        000000LH9905       05/23/03          $38,792.00
           _        000000LH9944       06/02/03          $76,648.75

NO MORE MF SCHEDULE DEVELOPER ID TO DISPLAY
PF 1=HELP 2=SWITCH 4=PREV MENU 5=MAIN MENU 7=BKWD 8=FRWD
4A                                                                  09/011
```

Figure 4-48 Program 203K Disbursements Batch (MFBH) Screen

Data Screen Options

On the Program 203K Disbursements Batch (MFBH) screen:

- To ***locate*** (***query***) disbursement batch records, enter *QMFBH* in the Screen field and press the <**F2**> key

Procedure Table

Follow the instructions in Table 4-32 Program 203K Disbursements Batch (MFBH) Procedure Table to locate disbursement batch records:

Table 4-32 Program 203K Disbursements Batch (MFBH) Procedure Table

DATA FIELD	VALID ENTRIES	DESCRIPTION
Next Schedule Date	10 alphanumeric characters Format: **mm/dd/yyyy**	Enter the date of the desired schedule to locate a specific schedule
Next Schedule Number	12 alphanumeric characters	Enter the schedule number in this field to locate a specific schedule.
Enter the search criteria in the desired fields above and press the <F2> key. Result: SAMS retrieves and displays the available values of the fields identified here.		
Sel	1 alphanumeric character X=select	Enter an *X* in this field beside the desired record and press the <**ENTER**> key to access the disbursement batch details for the selected record in the ***query*** mode of the Program 203K Disbursements (QMFDB) screen, which is illustrated and described in detail under **Program 203K Disbursements (MFDB) Screen**.
Schedule Number		System-generated; based on the search criteria in the Next Schedule Date and Next Schedule Number fields.
Schedule Date		System-generated; based on the search criteria in the Next Schedule Date and Next Schedule Number fields.
Total		System-generated; total disbursement amount for the schedule based on the search criteria in the Next Schedule Date and Next Schedule Number fields.

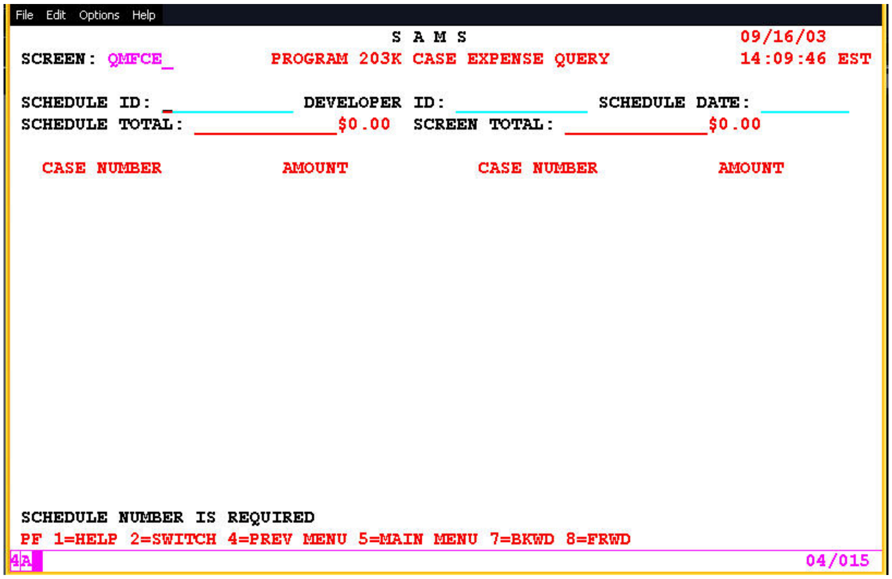
Program 203K Case Expense (MFCE) Screen

The Program 203K Case Expense (MFCE) screen allows authorized Headquarters Accounting personnel and Philadelphia HOC users to add, reverse, and query the monthly case expenses attributed to an existing disbursement schedule. A query mode allows viewing of the case amounts without allowing changes. Entries are added to the 203K journal entry table.

Before You Begin

Before using the Program 203K Case Expense (MFCE) screen, illustrated in Figure 4-49, gather the following:

- Schedule ID
- Developer ID



```
                                   S A M S                              09/16/03
SCREEN: QMFCE_          PROGRAM 203K CASE EXPENSE QUERY                 14:09:46 EST

SCHEDULE ID: _               DEVELOPER ID:               SCHEDULE DATE:
SCHEDULE TOTAL:                  $0.00   SCREEN TOTAL:                 $0.00

  CASE NUMBER          AMOUNT             CASE NUMBER          AMOUNT

SCHEDULE NUMBER IS REQUIRED
PF 1=HELP 2=SWITCH 4=PREV MENU 5=MAIN MENU 7=BKWD 8=FRWD
4A                                                                    04/015
```

Figure 4-49 Program 203K Case Expense (MFCE) Screen

Data Screen Options

On the Program 203K Case Expense (MFCE) screen:

- To ***locate*** (***query***) schedule number and case amounts, enter *QMFCE* in the Screen field and press the <**F2**> key
- To ***add*** a new schedule number and case amount for the month, either enter *AMFCE* in the Screen field and press the <**F2**> key or enter an *X* in the Sel field on the Program 203K Disbursements (MFDB) screen (illustrated and described under **Program 203K Disbursements (MFDB) Screen**) and press the <**ENTER**> key
- To ***reverse*** case amounts for a schedule for the month, either type over the entry in the Case Number field or the entry in the Amount field.

Data Screen Options (continued)

Note

Changing the case number reverses the original journal entry and creates a new journal entry for the new case. Changing the amount reverses the original journal entry and creates a new journal entry for the new amount..

Procedure Table Follow the instructions in Table 4-33 Program 203K Case Expense (MFCE) Procedure Table to locate and void an outstanding check:

Table 4-33 Program 203K Case Expense (MFCE) Procedure Table

DATA FIELD	VALID ENTRIES	DESCRIPTION
Schedule ID	12 alphanumeric characters	[**REQUIRED**] in the ***add***, ***reverse***, and ***query*** modes.
		System-generated; in the ***add, reverse,*** or ***query*** modes when this screen is accessed from the ***query*** mode of the Program 203K Disbursements (QMFDB) screen, illustrated and described in detail under **Program 203K Disbursements (MFDB) Screen**.
Developer ID	12 alphanumeric characters	[**REQUIRED**] in the ***add***, ***reverse***, and ***query*** modes.
		System-generated; in the ***add, reverse,*** or ***query*** modes when this screen is accessed from the ***query*** mode of the Program 203K Disbursements (QMFDB) screen, illustrated and described in detail under **Program 203K Disbursements (MFDB) Screen**.
Schedule Date	10 alphanumeric characters Format: **mm/dd/yyyy**	[**REQUIRED**] in the ***add***, ***reverse***, and ***query*** modes.
		System-generated; in the ***add, reverse,*** or ***query*** modes when this screen is accessed from the ***query*** mode of the Program 203K Disbursements (QMFDB) screen, illustrated and described in detail under **Program 203K Disbursements (MFDB) Screen**.
Schedule Total	N/A	System-generated; in the ***add, reverse,*** or ***query*** modes based on the search criteria entered in the Schedule ID, Developer ID, and Date fields. ***Note***: *The amount in this field must equal the amount shown in the Screen Total field.*

Table 4-33 Program 203K Case Expense (MFCE) Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
Screen Total	N/A	System-generated; calculation showing the total of the entries in the Case Number Amount field. in the **add** and ***reverse*** modes. ***Note***: *The amount in this field must equal the amount shown in the Schedule Total field.*
Case Number	9 alphanumeric characters	In the ***add*** mode, enter the unique case identifier to be associated with the entry in the Amount field for this Schedule. To change the entry in this field, in the ***reverse*** mode type the case number over the entry in the field.
		System-generated; in the ***reverse*** and ***query*** modes based on the search criteria entered in the Schedule ID, Developer ID, and Schedule Date fields.
Amount	14 numeric characters	Enter the amount associated with the entry in the Case Number field for this Schedule. The default value for this field is *$.00*. To change the entry in this field, in the ***reverse*** mode type the case number over the entry in the field.
		System-generated; in the ***reverse*** and ***query*** modes based on the search criteria entered in the Schedule ID, Developer ID, and Schedule Date fields.

Press the <**ENTER**> key.

Result: Depending upon the screen mode and any entries made SAMS:

- *calculates the entries in the Screen Total and Schedule Total in the* **add** *or* ***reverse*** *modes and displays an error message if the totals do not match.*
- *saves the modification to the Case Number field in the* ***reverse*** *mode and displays a successful completion message. Change to the* ***add*** *mode to enter new journal entries. The reversing entries are automatically generated.*

Note: *If an error message displays, make the necessary corrections and press the <**ENTER**> key again to clear the error message.*

Program 203K Monthly Accruals (MFAC)

The Program 203K Case Monthly Accruals (MFAC) screen allows authorized Headquarters Accounting personnel to review, add, or reverse monthly 203K accruals. The accrual amounts can be searched by case number or post date. A matching credit entry is created for all debit entries entered online.

The account numbers for 203K disbursement and collection accruals are shown in Table 4-34 Program 203K Disbursement and Collection Account Numbers.

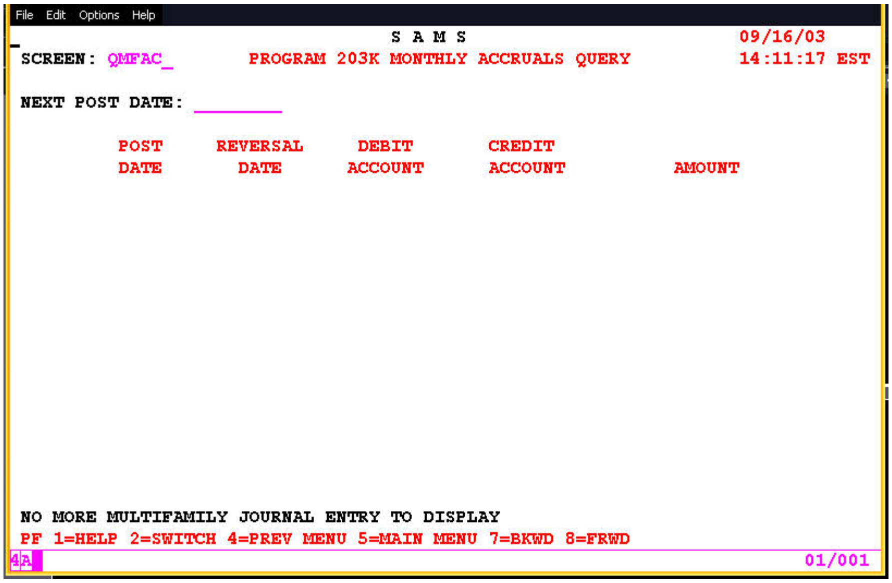
Table 4-34 Program 203K Disbursement and Collection Account Numbers

Account Number	Description
Disbursements	
10-1224-20	Unconfirmed Cash - Distribution
10-1024-20	Confirmed Cash - Distribution
Collections	
10-1224-10	Unconfirmed Cash - Collection
10-1024-10	Confirmed Cash - Collection

Before You Begin

Before using the Program 203K Monthly Accruals (MFAC) screen gather the following information:

- Post Date



```
                                 S A M S                              09/16/03
SCREEN: QMFAC_        PROGRAM 203K MONTHLY ACCRUALS QUERY             14:11:17 EST

NEXT POST DATE: ________

            POST       REVERSAL      DEBIT        CREDIT
            DATE         DATE       ACCOUNT       ACCOUNT              AMOUNT





NO MORE MULTIFAMILY JOURNAL ENTRY TO DISPLAY
PF 1=HELP 2=SWITCH 4=PREV MENU 5=MAIN MENU 7=BKWD 8=FRWD
4A                                                                   01/001
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Figure 4-50 Program 203K Monthly Accruals (MFAC) Screen

Data Screen Options

On the Program 203K Monthly Accruals (MFAC) screen:

- To ***locate*** (***query***) a 203K accrual amount, enter *QMFAC* in the Screen field and press the <**F2**> key
- To ***add*** a 203K accrual amount, enter *AMFAC* in the Screen field and press the <**F2**> key
- To ***reverse*** a 203K accrual amount, ,enter *RMFAC* in the Screen field and press the <**F2**> key

Note

After a reversing journal entry is created for the original amount, if a new journal entry is required, return to the ***add*** mode of the Program 203K Monthly Accruals (MFAC) screen. No new accrual journal entry is created on a reversal. To enter a new record, access the ***add*** mode of the Program 203K Monthly Accruals (MFAC) screen.

Procedure Table

Follow the instructions in Table 4-35 Program 203K Monthly Accruals (MFAC) Procedure Table to locate and void an outstanding check:

Table 4-35 Program 203K Monthly Accruals (MFAC) Procedure Table

DATA FIELD	VALID ENTRIES	DESCRIPTION
Next Post Date	10 alphanumeric characters Format: **mm/dd/yyyy**	[**REQUIRED**] in the ***add*** mode enter the posting date.
		System-generated; default in the ***add*** mode is the current system date. This field can be modified. In the query and reverse modes this field displays the
Post Date	10 alphanumeric characters Format: **mm/dd/yyyy**	In the ***add*** mode, enter the post date for the accrual journal entry. ***Note***: *Accrual journal entries can be back dated within an open period.*
		System-generated; in the ***query*** and ***reverse*** modes based on the search criteria entered in the Next Post Date field.
Reversal Date	10 alphanumeric characters Format: **mm/dd/yyyy**	In the ***add*** mode, enter the reversal date of the accrual journal entry..
		System-generated; in the ***query*** and ***reverse*** modes based on the search criteria entered in the Next Post Date field.

Table 4-35 Program 203K Monthly Accruals (MFAC) Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
Debit Account	10 alphanumeric characters	Enter the disbursement or collection debit account number in this field. The entry in this field depends upon the entry in the Credit Account field. If the entry in this field is: • 10-1024-20, the entry in the Debit Account field must be *10-1224-20* • *10-1024-10*, the entry in the Debit Account field must be *10-1224-10* • *10-1224-20*, the entry in the Debit Account field must be 10-1024-20 • *10-1224-10*, the entry in the Debit Account field must be *10-1024-10*
		System-generated; in the ***query*** and ***reverse*** modes based on the search criteria entered in the Next Post Date field.
Amount	14 numeric characters	The entry in the Credit Account field is the negative value of the entry in this field In the reverse mode, type over the amount displayed in this field to create a reversing journal entry.
		System-generated; in the ***query*** and ***reverse*** modes based on the search criteria entered in the Next Post Date field.
Credit Account	10 alphanumeric characters	Enter the disbursement or collection credit account number in this field. The entry in this field depends upon the entry in the Debit Account field. If the entry in this field is: • 10-1024-20, the entry in the Debit Account field must be *10-1224-20* • *10-1024-10*, the entry in the Debit Account field must be *10-1224-10* • *10-1224-20*, the entry in the Debit Account field must be 10-1024-20 • *10-1224-10*, the entry in the Debit Account field must be *10-1024-10*
		System-generated; in the ***add*** mode based on the debit account number entered in the Debit Account field. System-generated, in the ***query*** and ***reverse*** modes based on the search criteria entered in the Next Post Date field.

Table 4-35 Program 203K Monthly Accruals (MFAC) Procedure Table. continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
Amount	14 numeric characters	In the ***add*** mode, enter the accrual amount in this field. In the ***reverse*** mode, type over the entry in this field to create a reversing journal entry.
		System-generated; in the ***query*** and ***reverse*** modes based on the search criteria entered in the Next Post Date field.

Press the <**ENTER**> key.

Result: *An error message displays if the account number is not a Program 203K account number. A confirmation message displays if the value in the Amount field is changed.*

Note: *To create a new journal entry, after reversing an existing journal entry, use the* ***add*** *mode of the Program 203K Monthly Accruals (MFAC) screen. A matching credit entry is created for all debit entries entered online.*

Note: *If an error message displays, make the necessary corrections and press the <**ENTER**> key again to clear the error message.*